

**Report of Principal Corporate Governance Officer**

**Report to the Leader of Council**

**Date: 17<sup>th</sup> May 2018**

**Subject: Executive Arrangements 2018-19**

Are specific electoral wards affected? If yes, 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**

- At the Annual Meeting of Council, which is to take place on 24<sup>th</sup> May 2018, the Leader is required to present details of
  - the names and wards of the Executive Members;
  - the names of Deputy Executive Members and Support Executive Members;
  - the extent of authority of the Executive Board;
  - the extent of any authority delegated to individual Executive Members;
  - the terms of reference and constitution of such executive committees as the Leader appoints and the names of Executive Members appointed to them;
  - the nature and extent of any delegation of executive functions to Community Committees, the Health and Wellbeing Board, any other authority or any joint arrangements and the names of those Executive Members appointed to any joint committee for the coming year; and
  - the nature and extent of any delegation to officers.
- This report sets out details of the documents within the Constitution which incorporate the Leader's Executive Arrangements for the Leader's consideration.

**Recommendations**

- The Leader is requested to approve the executive arrangements set out in the documents attached with effect from 24<sup>th</sup> May 2018.

## **1. Purpose of this report**

- 1.1 This report sets out the Leader's executive arrangements for the 2018/19 Municipal 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 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 and ward details of the Leader, her deputies, and the Executive Members appointed by her.

### Section 3B(a-c): Executive Members Portfolios

- 3.3 Set out the details of the eight executive portfolios and details of responsibility in relation to the executive functions of Directors. Also details those Members appointed by the Leader as Deputy Executive Members and Support Executive Members.
- 3.4 Amendments to the wording of the Executive Member Portfolios and the Executive Members Oversight of Officer Executive Delegations reflect the focus and priorities of the administration.

### Section 3C(a-d): Executive and Advisory Committees' Terms of Reference

- 3.5 Set out the Terms of Reference for Executive Committees, and the executive functions of Community Committees and Advisory Committees which are appointed by Full Council.
- 3.6 No amendments are made.

### Section 3D(a-b): Community Committee Executive Delegation Scheme and Community Committee Champions

- 3.7 Set out executive delegations to Community Committees and details of the appointment, roles and responsibilities of Community Committee Champions.
- 3.8 No amendments are made.

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

- 3.9 Set out the Leader's delegations to Directors in relation to Executive functions. These functions are in turn sub-delegated through those Directors' sub-delegation schemes to officers of suitable experience and seniority.

- 3.10 Minor amendments are made to the delegations as follows:
- 3.10.1 General Delegations to officers preparing for the requirements of the General Data Protection Regulations and proposed UK legislation;
  - 3.10.2 City Solicitor – clarification that the City Solicitor’s power to authorise council officers to conduct legal matters in court extends to tribunals, inquiries and other quasi-judicial hearings;
  - 3.10.3 Director of City Development – clarification that the Council’s transport policy contributes to the city’s clean air zone; inclusion of sporting events within the city’s cultural offer and updating of functions in relation to sport and active lifestyles; and
  - 3.10.4 Director of Children and Families – updating of function in relation to reduction of impact of child poverty.

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

- 3.11 Sets out delegations of Executive functions made by the Executive to other authorities.
- 3.12 No amendments are made.

#### Section 4: Joint Arrangements

- 3.13 Sets out details of joint arrangements in respect of Executive functions, and the Members appointed to those by the Leader, alongside joint arrangements entered into by the Council.
- 3.14 No amendments are made.

### **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 best council plan**

- 4.3.1 Publication of the Executive Arrangements within the Constitution is in line with the Council’s Corporate Governance Code and Framework in addition to furthering the Council’s value of being “open, honest and trusted.”
- 4.3.2 Through the arrangements set out the Leader aims to support the Best Council Plan and 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 is not eligible for 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 her executive arrangements for the 2017/18 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 24<sup>th</sup> May 2018.

#### **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.