

**Report of Head of Governance Services**

**Report to Leader**

**Date: 15<sup>th</sup> May 2013**

**Subject: Executive Arrangements**

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. This report requests the Leader to approve the Executive Arrangements for the 2012/13 Municipal Year.
2. These arrangements are detailed in the attached report, including:
  - the names, addresses and wards of the Members appointed to the Executive;
  - the terms of reference of executive committees;
  - the nature and extent of any delegation of executive functions to Area Committees, any other authority or any joint arrangements; and
  - the officer delegation scheme.
3. The Leader is required to present the Executive Arrangements to the Annual Meeting of Council on 20<sup>th</sup> May 2012. For completeness, the attached addendum contain all of the documentation required to be presented at the annual meeting.

**Recommendations**

4. The Leader is requested to confirm the arrangements attached prior to being presented at the Annual Meeting of Council on 20<sup>th</sup> May 2013.

## **1 Purpose of this report**

- 1.1 To finalise the Executive Arrangements for the 2013/14 Municipal Year. These arrangements will be presented to the Annual Meeting of Council on 20<sup>th</sup> May 2013.

## **2 Background information**

- 2.1 At the annual meeting, full Council receives documents presented by the Leader in accordance with Executive Procedure Rule 1.2. This Rule requires the Leader to present the names, addresses and wards of the Members appointed to the Executive, and a written record of delegations. The record should contain:
- 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 of Area Committees, 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 with details of any limitation on that delegation, and the title of the officer to whom the delegation is made.

## **3 Main issues**

- 3.1 Attached as **Addendum 1** to this report are the following sections of Part 3 of the Constitution;
- **Section 3A** - the names of the Executive Members, including the deputy/designated Deputy Leader
  - **Section 3B(a)** - Executive Member Portfolios
  - **Section 3B (b)** - Executive Members Overview of Roles and Responsibilities
  - **Section 3B (c)** - Deputy Executive Member Support
  - **Section 3C** - Executive Committee and Advisory Committee Terms of Reference
  - **Section 3D** - Area Committee Function Schedules
  - **Section 3E** - Officer Delegation Scheme (Executive Functions)
  - **Section 3F** Executive Delegations to Other Authorities
  - **Section 4** Joint Arrangements

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 This report sets out the proposed Executive Arrangements for the Leader to consider. The Leader is requested to approve the arrangements set out in this report. Political Groups have been advised of the arrangements.

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

- 4.2.1 There are no issues raised by the content of this report.

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

- 4.3.1 There are no issues raised by the content of this report.

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

- 4.4.1 The arrangements set out in this report seek to ensure that the Executive makes appropriate use of resources in carrying out its functions.

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

- 4.5.1 The Executive Arrangements set out in the Addendum to this report conform with the legal requirements in this regard.

### **4.6 Risk Management**

- 4.6.1 There are no issues raised by the content of this report.

## **5 Conclusions**

- 5.1 The Leader is required to give details of the Executive Arrangements he adopts to the Annual Meeting of Council. This report sets out the proposed details of those arrangements.

## **6 Recommendations**

- 6.1 The Leader is requested to approve the Executive Arrangements set out in this report.

## **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 for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.