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BLACKPOOL COUNCIL

Thursday 14 May 2015

To: The Members of Blackpool Council

Mr Mayor, Ladies and Gentlemen

You are hereby summoned to attend a meeting of **Blackpool Council** to be held in the Council Chamber at the Town Hall, Blackpool on Friday, 22 May 2015 commencing at 2.00 pm for the transaction of the business specified below.

Director of Governance and Regulatory Services

Business

1 THE ELECTION OF THE MAYOR OF THE COUNCIL

To elect the Mayor.

2 THE MAYOR'S ACCEPTANCE OF OFFICE

The Worshipful the Mayor to make a Declaration of Acceptance of the Corporate Office of Mayor.

3 THE APPOINTMENT OF THE DEPUTY MAYOR OF THE COUNCIL

To appoint a Deputy Mayor.

4 THE DEPUTY MAYOR'S ACCEPTANCE OF OFFICE

The Deputy Mayor to make a Declaration of Acceptance of the Corporate Office of Deputy Mayor.

5 THE MAYOR'S ADDRESS

The Worshipful the Mayor to address the meeting.

6 CONGRATULATIONS TO THE INCOMING MAYOR

Councillors Blackburn and Williams, followed by Oberbürgermeister Herr Bernd Tischler who will congratulate the new Mayor on behalf of the people of Bottrop.

7 APPRECIATION OF THE EX-MAYOR

To adopt a resolution of appreciation for the ex-Mayor (Mrs Val Haynes).

8 THE EX-MAYOR'S REPLY TO THE RESOLUTION OF APPRECIATION

The ex-Mayor (Mrs Val Haynes) to reply to the resolution of appreciation.

9 MINUTES OF THE LAST MEETING HELD ON 11 MARCH 2015 (Pages 1 - 4)

To agree the minutes of the last meeting held on 11 March 2015 as a true and correct record.

10 ANNOUNCEMENTS

To receive official announcements from the Mayor.

11 ELECTION OF THE LEADER OF THE COUNCIL

To elect the Leader of the Council, to serve for a four year term of office, until the Annual meeting in 2019.

12 APPOINTMENT OF COMMITTEES (Pages 5 - 18)

To consider the attached report to appoint Committees of the Council.

13 SCHEME OF DELEGATION (Pages 19 - 22)

To consider the attached report in connection with the scheme of delegation, for which the Council has responsibility.

14 PROGRAMME OF COUNCIL AND COMMITTEE MEETINGS (Pages 23 - 32)

To consider the attached report in relation to the adoption of a programme of meetings for the remainder of 2015 and the calendar year 2016.

Venue information:

First floor meeting room (lift available), accessible toilets (ground floor), no-smoking building.

Other information:

For queries regarding this agenda please contact Yvonne Burnett, Democratic Governance Senior Adviser, Tel: (01253) 477034, e-mail yvonne.burnett@blackpool.gov.uk

Copies of agendas and minutes of Council and committee meetings are available on the Council's website at www.blackpool.gov.uk.

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Present:

Councillor Haynes (in the Chair)

Councillors

Benson	Collett	Hunter	Robertson BEM
Blackburn	Cox	Hutton	Rowson
Brown	Cross	Jackson	Smith
Cain	Mrs Delves	Mrs Jackson	Stansfield
Callow	Doherty	Jones	I Taylor
Mrs Callow JP	Elmes	Matthews	L Taylor
Clapham	Evans	H Mitchell	Mrs Taylor
D Coleman	Galley	M Mitchell	Wright
G Coleman	Green	O'Hara	
I Coleman	Mrs Henderson MBE	Owen	

In Attendance:

Neil Jack, Chief Executive

Carmel McKeogh, Deputy Chief Executive

Alan Cavill, Director of Place

Delyth Curtis, Director of People

Steve Thompson, Director of Resources

Mark Towers, Director of Governance and Regulatory Services/ Monitoring Officer

Lorraine Hurst, Head of Democratic Governance

Yvonne Burnett, Democratic Governance Projects Officer

Jenny Bollington, Media Manager

Apologies:

Apologies for absence were received on behalf of Councillors Campbell and Ryan who were on official Council business.

1 DECLARATIONS OF INTEREST

Councillor Stansfield declared a personal interest in agenda item 6(f) 'Executive Report from the Cabinet Member for Adult Social Care'.

2 MINUTES OF THE LAST MEETING HELD ON 27 FEBRUARY 2015

Resolved: That the minutes of the Council held on 27 February 2014 be signed by the Mayor as a correct record.

3 ANNOUNCEMENTS

The Mayor announced that Colin Dockery, Civic Attendant, would be leaving the authority after 41 years in local government and on behalf of the Council, thanked Colin for his dedication and professionalism in his work.

MINUTES OF COUNCIL MEETING - WEDNESDAY, 11 MARCH 2015

The Mayor also sought agreement from the Council to take item 5 on the agenda 'Public Participation', as the next item of business.

4 PUBLIC PARTICIPATION

Mr Jake Adams, Miss Kirsty Lee-Topping and Miss Molly Swarbrick addressed the Council to raise awareness of the work of Blackpool Youth Voice and its campaigns and achievements. The Cabinet Member for Children's Services, Councillor Ivan Taylor, responded on behalf of the Council.

5 RETIRING MEMBERS

The Council paid tribute to those members who had announced that they would not be seeking re-election, namely Councillors Mrs Delves, Doherty, Evans, Mrs Haynes, H Mitchell and Mrs Taylor and remembered those who had sadly passed away during the current term of office.

6 EXECUTIVE REPORTS AND OUTSIDE BODY REPORTS

The Leader of the Council and Cabinet Members presented reports to the Council on work undertaken in their portfolio areas. All the reports covered decisions taken, work in progress and projects to be undertaken in the near future. Members also received the report from the Council's representatives on the Combined Fire Authority. Questions, comments and debate were invited from all councillors on each of the report areas.

Notes:

- (1) In response to the query raised by Councillor Mrs Callow in relation to income generation through the sale of items collected by ROVER and donated to the recycling shop, Councillor Cross agreed to confirm the amount that would be donated to the Mayor's charity. Councillor Cross also agreed to provide a response to Councillor Brown on whether the ROVER collection service had or would be made within the Greenlands ward.
- (2) Councillor H Mitchell left the meeting during the above item.

7 LOCAL GOVERNMENT DECLARATION ON TOBACCO CONTROL

Members considered the recommendations from the Executive in relation to the Declaration on Tobacco Control which would act as a Council statement of commitment to ensuring that tobacco control was part of mainstream public health work and which committed the Council to taking comprehensive action to address the harm from smoking.

Motion: Councillor Collett proposed (and Councillor Blackburn seconded):

- '1. To endorse the Local Government Declaration on Tobacco Control.
2. To sign up to the Local Government Declaration on Tobacco Control.'

Motion carried: The motion was submitted to the Council and carried.

8 COUNCIL'S PAY POLICY STATEMENT

The Council considered the report on the proposed Pay Policy Statement which was required to be in place for the 2015/16 financial year. The Statement set out policy on Chief Officer Remuneration, remuneration of its lowest paid employees including the definition used for this group as well as the relationship between the chief office remuneration and that of other staff.

Members noted that the draft Statement incorporated the fee paid to the Chief Executive in his personal role as Returning Officer and a revised set of fees for staff employed by him.

Motion: Councillor Blackburn proposed (and Councillor Jackson seconded):

‘To approve the Pay Policy Statement and the scale of fees for elections, as recommended by the Chief Officers Employment Committee.’

Motion carried: The motion was submitted to the Council and carried.

Mayor

(The meeting ended at 9.35 pm)

Any queries regarding these minutes, please contact:
Lorraine Hurst, Head of Democratic Governance
Tel: 01253 477127
E-mail: lorraine.hurst@blackpool.gov.uk

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Report to:	COUNCIL
Relevant Officer:	Mark Towers, Director of Governance and Regulatory Services
Relevant Cabinet Member:	Councillor Blackburn, Leader of the Council
Date of Meeting:	22 May 2015

APPOINTMENT OF COMMITTEES

1.0 Purpose of the report:

1.1 The Council will be asked to consider the appointment of its committees, in accordance with the Council's Constitution and the Local Government Act 1972.

2.0 Recommendation(s):

2.1 To appoint two scrutiny committees namely:

- Tourism, Economy and Resources Scrutiny Committee
- Resilient Communities Scrutiny Committee

in line with the political balance calculations at Appendix 12(a), (membership of nine and with a composition of six Labour and three Conservative), with the powers and duties as set out at Appendix 12(b).

2.2 That the Resilient Communities Scrutiny Committee also appoints the two diocesan co-opted representatives and the two governor co-opted representatives.

2.3 Subject to (2.1) and (2.2) above, that both scrutiny committees be assigned the power to deal with any 'call-in' requests initiated in line with Part 4 of the Council's Constitution.

2.4 Subject to (2.1) above, that the Chairman position in both Committees be filled by a majority group councillor and the Vice Chairman/ Shadow Cabinet Member position be filled by an opposition councillor representative.

2.5 To also appoint the following committees, in line with the political balance calculations and adjustments at Appendix 12(a). These are:

- Audit Committee (membership of nine and with a composition of six Labour and three Conservative), the revised purpose, powers and duties of this committee to be as set out in Appendix 12(c).
 - Appeals Committee (membership of seven and with a composition of five Labour and two Conservative)
 - Planning Committee (membership of seven and with a composition of five Labour and two Conservative)
 - Standards Committee (membership of seven and with a composition of five Labour and two Conservative)
 - Chief Officers Employment Committee (membership of seven and with a composition of five Labour and two Conservative).
- 2.6 Subject to the appointment of the committees as set out in 2.5 above, to agree that the powers and duties of the Appeals, Planning, Standards and Chief Officers Employment Committees remain as set out in the Council’s Constitution.
- 2.7 That the Licensing Committee also be re-appointed with the powers and duties as set out in the Constitution (membership of fifteen and a composition of ten Labour and five Conservative).
- 2.8 Subject to (2.7) above, the Licensing Committee be requested to re-appoint the Public Protection Sub-Committee, with the powers and duties, as set out in the Constitution (membership of seven and with a composition of five Labour and two Conservative).
- 2.9 Subject to the approval of the above recommendations, to note the appointment of members to committees as set out in Appendix 12(d) (to be circulated separately) and thereafter any nominations or changes to nominations reported to the Director of Governance and Regulatory Services by the relevant Group Leader.
- 2.10 Subject to the approval of the above recommendations, to agree to the appointment of the Chairmen and Vice Chairmen for those committees and the Health and Well Being Board as identified at Appendix 12(d) based on the above recommendations.
- 2.11 To confirm the membership of the Health and Wellbeing Board as set out in Appendix 12(d).
- 2.12 Subject to the appointment of the Leader of the Council and subsequent Cabinet Member appointments, to note that in line with the provisions within the Constitution (set out at paragraph 6.1 of Article 7), that the Leader of the Council intends to appoint two non-Executive councillors to Cabinet Assistant posts and will inform the Director of Governance and Regulatory Services of those names in due course and any future changes to those appointments.

2.13 Subject to the approval of the above recommendations, to agree that the Director of Governance and Regulatory Services be authorised to amend the Constitution accordingly.

3.0 Reasons for recommendation(s):

3.1 To enable Council business to be transacted by various committees and for the size of the committees to reflect the current political balance of the political groups on the Council. This will also meet statutory requirements.

3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

3.2b Is the recommendation in accordance with the Council's approved budget? Yes

3.3 Other alternative options to be considered:

There are no other options other than a different or varied set of committees; however the current committees have been appointed by Council in recent years and help transact the business of Council efficiently.

4.0 Council Priority:

4.1 The appointment of Council Committees will help the Council achieve all its priorities. The proposed two Scrutiny Committees will focus on the proposed priorities of the Council and performance management in those areas.

5.0 Background Information

5.1 **Overview and Scrutiny** - The Council currently has two scrutiny committees: one main Scrutiny Committee and one Health Scrutiny Committee. Scrutiny reviews have been undertaken on a 'commissioning basis' whereby short life panels have been established for review purposes.

5.2 Proposals have been put forward for a review of this structure to create two main scrutiny committees, which would reflect the Council's proposed priorities for 2015 onwards and mirror the proposed roles of the (to be appointed) Deputy Leader and the Cabinet Secretary. One committee would be based around tourism, the economy and jobs with the second to focus on resilient communities (including children's, adults and health). Both committees would have an enhanced performance management focus around these priorities. This will help focus the Council resource on specific areas and for the scrutiny committees to ensure that targets are met in order to improve outcomes in these areas.

- 5.3 At the last meeting of the Finance and Audit Committee on 5 March 2015, consideration was given to a revised set of terms of reference more aligned to the model terms of reference as recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) which focuses on the 'core' audit function.
- 5.4 In Blackpool, the Finance and Audit Committee has traditionally undertaken both the audit function as well as monitoring (scrutiny of) financial reports and budget consultation whereas elsewhere, the latter areas are usually undertaken as part of the scrutiny function. In line with this practice, it is appropriate now to move the financial scrutiny element to the Tourism, Economy and Resources Scrutiny Committee in order to allow the Audit Committee to revert to its core role. Appendix 12(c) sets out a revised Article to outline the purpose of the committee and the revised responsibilities of that committee are also included.
- 5.5 It is also recommended that the Tourism, Economy and Resources Scrutiny Committee, which is proposed to mirror the Deputy Leader, also scrutinises the responsibilities of the Leader of the Council.
- 5.6 It is recommended that the Chairman for the two scrutiny committees be a majority party councillor and the Vice Chairman/ Shadow Cabinet Member of both committees be an opposition councillor.
- 5.7 Instead of having a separate Call-In Sub Committee to deal with the 'call in' of Executive decisions function, it is recommended that any 'call-ins' be dealt with by the appropriate scrutiny committee.
- 5.8 **The proposed committees** and their number of members are set out below:
- Tourism, Economy and Resources Scrutiny (nine members)
 - Resilient Communities Scrutiny (nine members)
 - Audit (nine members)
 - Appeals (seven members)
 - Planning (seven members)
 - Standards (seven members)
 - Chief Officers Employment (seven members)
 - Licensing (fifteen members)
- 5.9 Although not subject to political balance rules, it is recommended that the same methodology be applied to Licensing and for a committee of fifteen there would be ten Labour councillors and five Conservative councillors.

- 5.10 The Licensing Committee would also need to appoint one permanent sub-committee (Public Protection), which is subject to the political balance rules and therefore has to be included in the aggregated proportionality calculations.
- 5.11 In 2013, the Council appointed a Health and Well Being Board. There are no proposals to make any changes to this other than the representatives on the Board to reflect the proposed Cabinet Member responsibilities. The membership of the Board is also listed at Appendix 12(d).
- 5.12 A full schedule of political balance calculations for all the proposed committees and the permanent sub-committee is attached at Appendix 12(a).
- 5.13 **Appointment of Chairmen** - the appointment of Chairmen of committees can be undertaken by either the Council or the committees themselves. At previous Annual Council meetings, the Council has appointed the Chairmen and Vice Chairmen. It is recommended that this practice continues. Appendix 12(d) lists the notified names of committee members and proposed chairmanship and vice-chairmanship positions. (The appointment of the Chairmen and Vice Chairmen for the Public Protection Sub-Committee is a matter for the Licensing Committee to deal with).
- 5.14 In addition to the scrutiny chairmanship proposals at para 5.5, it is recommended that the Chairman of the Audit Committee be from the opposition group and the Vice Chairman be from the majority group. All the other proposals for Chairmen and Vice Chairmen are proposed from the majority group as has been previous practice.

Does the information submitted include any exempt information?

No

List of Appendices:

Appendix 12(a) sets out the political balance calculations

Appendix 12(b) sets out the revised responsibilities of the scrutiny committees

Appendix 12(c) sets out the revised purpose and responsibilities of the Audit Committee

Appendix 12(d) sets out the proposed members to be appointed to Council committees and the Health and Well Being Board (to be circulated separately).

6.0 Legal considerations:

- 6.1 The Local Government and Housing Act 1989 requires the Council to review periodically the political composition of the Authority and how this is applied to appointments to Council bodies. The rules for securing political balance on committees and sub-committees appointed by local authorities are contained in sections 15 and 16 of the Act and the Local Government (Committees and Political Groups) Regulations, 1990. See:

<http://www.legislation.gov.uk/ukxi/1990/1553/regulation/17/made>

7.0 Human Resources considerations:

7.1 There are no Human Resources considerations.

8.0 Equalities considerations:

8.1 There are no equalities considerations.

9.0 Financial considerations:

9.1 There are no additional financial considerations.

10.0 Risk management considerations:

10.1 Failure to appoint certain committees will hinder the Council in maintaining its statutory duties i.e. consideration of planning applications, hearing of appeals etc.

11.0 Ethical considerations:

11.1 There are no ethical considerations.

12.0 Internal/ External Consultation undertaken:

12.1 Consultation has been undertaken with the Leader of the Council and the Leader of the Conservative Group regarding their representatives to serve on the recommended committees.

13.0 Background papers:

13.1 There are no additional background papers to this report.

Provisional Political Balance Allocations 2015/ 2016

STAGE 1 - Percentage representation on the Council:

Party	Membership	Percentage %
Labour	29	69.05
Conservative	13	30.95
	42	100

STAGE 2 - Total number of seats on committees to be allocated:

Committee Name	Membership
Scrutiny Committee 1 (Tourism, Economy and Resources)	9
Scrutiny Committee 2 (Resilient Communities)	9
Audit Committee	9
Planning Committee	7
Appeals Committee	7
Public Protection Sub-Committee	7
Chief Officers Employment Committee	7
Standards Committee	7
	7
Total	62

STAGE 3 - Total allocation of seats to each party:

(This stage is to ensure as far as possible that the number of seats allocated to a group in total, is in the same proportion as the number of members of the group on the Council as a whole)

Party	Number of seats	Seats (rounded up)
Labour	42.81	43
Conservative	19.19	19
		62

STAGE 4 - Working calculations for individual committees

(This stage is to ensure that as far as possible, the number of seats allocated to a group on each committee, is in the same proportion as the number of members of the group on the Council as a whole)

Note 1: Stage 3 overrides Stage 4

Note 2: The majority political group must have the majority of seats on every committee

Committee	Party	Seats on each committee	Seat entitlement	Total for each	Seats on each
Scrutiny 1 (Tourism, Economy and Resources)	Labour	9	6.21	6	9
	Conservative		2.79	3	
Scrutiny 2 (Resilient Communities)	Labour	9	6.21	6	9
	Conservative		2.79	3	
Audit	Labour	9	6.21	6	9
	Conservative		2.79	3	
Planning	Labour	7	4.83	5	7
	Conservative		2.17	2	
Appeals	Labour	7	4.83	5	7
	Conservative		2.17	2	
Public Protection Sub-Committee	Labour	7	4.83	5	7
	Conservative		2.17	2	
Chief Officers Employment	Labour	7	4.83	5	7
	Conservative		2.17	2	
Standards	Labour	7	4.83	5	7
	Conservative		2.17	2	
Total Seats				62	

	Stage 4	Stage 3
Labour	43	43
Conservative	19	19
	62	62

Note 3

In this scenario, stage 3 = stage 4 which means that no adjustments are necessary in the allocation of seats.

If the Council wishes to allocate seats **other** than described above, this would require a resolution of Council, which no member votes against.

Note 4

The Licensing Committee does not fall under these statutory rules and has therefore not been included in the political balance calculations

However, it is recommended that the composition of the Licensing Committee be also reflective of the political balance of the Council which equates for a committee of 15 to 10 Labour and 5 Conservative members.

Note 5

The Public Protection Sub-Committee **does** not derive its responsibility from the Licensing Act 2003 and is therefore part of the aggregate political balance calculations.

Scrutiny Committees

1. To discharge the Council's overview and scrutiny responsibilities as detailed in the Local Government Act 2000. In order to carry out the functions effectively, the Committees will:
 - Hold the Executive and Cabinet Members to account in terms of both decisions taken and proposed Key decisions published in the Forward Plan
 - Make reports or recommendations to the Executive with respect to the discharge of any executive or non-executive function of the Council and other public bodies in the area
 - Scrutinise relevant performance information to ensure that targets are met in order to improve outcomes in these specific areas
 - Monitor the implementation of accepted scrutiny recommendations
 - Ensure compliance with the approved protocol on Overview and Scrutiny Committee / Cabinet member relations.
2. To deal with any decisions that have been 'called-in' in line with the approved procedure, i.e. to recommend that a decision made, but not implemented be reconsidered by the body or person who made it, or be referred to full Council in accordance with the Council's Overview and Scrutiny Procedure Rules.
3. To consider Councillor Calls for Action, as appropriate (Section 119 of the Local Government and Public Involvement in Health Act, 2007).

Specific functions for the Tourism, Economy and Resources Scrutiny Committee

1. To scrutinise the functions and responsibilities within the portfolios of the Leader of the Council and Deputy Leader of the Council.
2. To undertake financial management monitoring including holding relevant budget holders to account.
3. To monitor and comment on the Council's treasury management strategy.
4. To assist the Council and the Executive in the development of its budget framework.
5. To undertake a budget consultation exercise with the Trade Unions and Non-Domestic Ratepayers and feedback observations/ recommendations from the consultations to Executive.
6. To discharge the Council's additional statutory responsibilities in terms of flood risk (Chapter 2, 9FH of the Localism Act 2011)

Specific functions for the Resilient Communities Scrutiny Committee

1. To scrutinise the functions and responsibilities within the portfolio of the Cabinet Secretary.
2. To discharge the Council's additional statutory responsibilities in terms of crime and disorder scrutiny (Sections 19 to 22 of the Police and Justice Act, 2006)
3. The scrutiny of local health services in accordance with the Health and Social Care Act 2001, S190 of the Health and Social Care Act 2012, the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013, and any consequential regulations, directions or guidance issued by the Secretary of State and in particular:
 - (i) To review how and to what effect health policy is being implemented, and health improvement achieved, by the Council and local National Health Service bodies and to make reports and recommendations, as appropriate.
 - (ii) To promote greater awareness of health issues within the borough and to engage the people of Blackpool in the health improvement agenda.
 - (iii) To scrutinise any proposals for a substantial development or variation of health services within the authority's area, or any substantive changes that affect National Health Service patients residing within the authority's area.
 - (iv) To consider such other proposals as are referred to it by National Health Service bodies and the Council and to report back the result of its considerations to the referring body and others as appropriate.
 - (v) To appoint members to Joint Overview and Scrutiny Committees with other local authorities, as directed under the Health and Social Care Act 2001, to respond to consultation initiated by a National Health Service body, which is consulting more than one local authority on proposals for substantial development or variation in health services.

Audit Committee

Statement of purpose – to be set out in the Articles of the Constitution

1. The Audit Committee is a key component of Blackpool Council's corporate governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.
2. The purpose of our Audit Committee is to provide independent assurance to the members of the adequacy of the risk management framework and the internal control environment. It provides independent review of the Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

Responsibilities and functions of the Committee

Governance, risk and control

1. To review the Council's corporate governance arrangements against the governance framework and consider annual governance reports and assurances.
2. To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account internal audit's opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control.
3. To consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
4. To consider the Council's framework of assurance and ensure that it adequately addresses the risks and priorities of the Council.
5. To monitor the effective development and operation of risk management in the Council.
6. To monitor progress in addressing risk-related issues reported to the Committee.
7. To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
8. To review the assessment of fraud risks and potential harm to the Council from fraud and corruption.
9. To monitor the counter-fraud strategy, actions and resources.
10. To review and approve the risk management strategy.

Internal audit

11. To approve the internal audit charter.
12. To approve the risk-based internal audit plan, including internal audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.
13. To receive updates on significant interim changes to the risk-based internal audit plan and resource requirements.
14. To make appropriate enquiries of both management and the head of internal audit to determine if there are any inappropriate scope or resource limitations.
15. To consider reports from the head of internal audit on internal audit's performance during the year, including the performance of external providers of internal audit services. These will include:
 - a) Updates on the work of internal audit including key findings, issues of concern and action in hand as a result of internal audit work.
 - b) Regular reports on the results of the Quality Assurance and Improvement Programme.
 - c) Reports on instances where the internal audit function does not conform to the Public Sector Internal Audit Standards and Local Government Application Note, considering whether the non-conformance is significant enough that it must be included in the Annual Governance Statement.
16. To consider the head of internal audit's annual report:
 - a) The statement of the level of conformance with the Public Sector Internal Audit Standards and Local Government Application Note and the results of the Quality Assurance and Improvement Programme that supports the statement – these will indicate the reliability of the conclusions of internal audit.
 - b) The opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control together with the summary of the work supporting the opinion – these will assist the Committee in reviewing the Annual Governance Statement.
17. To consider summaries of specific internal audit reports as requested.
18. To receive reports outlining the action taken where the head of internal audit has concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation of agreed actions.
19. To contribute to the Quality Assurance and Improvement Programme and in particular, to the external quality assessment of internal audit that takes place at least once every five years.

20. To consider a report on the effectiveness of internal audit to support the Annual Governance Statement, where required to do so by the Accounts and Audit Regulations.
21. To support the development of effective communication with the head of internal audit.

External audit

22. To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.
23. To consider the external auditor's audit plan and subsequent reports as agreed with the external auditor.
24. To comment on the scope and depth of external audit work and to ensure it gives value for money including the fees charged.
25. To commission work from internal and external audit.
26. To advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.

Financial reporting

27. To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the council.
28. To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.
29. Duty to approve the authority's statement of accounts, income and expenditure and balance sheets.

Accountability arrangements

30. To report to those charged with governance on the Committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks; financial reporting arrangements, and internal and external audit functions.
31. To report to full Council on a regular basis on the Committee's performance in relation to the terms of reference and the effectiveness of the Committee in meeting its purpose.

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Report to:	COUNCIL
Relevant Officer:	Mark Towers, Director of Governance and Regulatory Services
Relevant Cabinet Member:	Councillor Blackburn, Leader of the Council
Date of Meeting:	22 May 2015

SCHEME OF DELEGATION

1.0 Purpose of the report:

1.1 The purpose of the report to agree the scheme of delegation or such part of it as the Constitution determines it is for the Council to agree.

2.0 Recommendation(s):

2.1 To agree that no changes are made to the scheme of delegation for which the Council has responsibility.

3.0 Reasons for recommendation(s):

3.1 To undertake this annual review in accordance with the Council's Constitution.

3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

3.2b Is the recommendation in accordance with the Council's approved budget? Yes

3.3 Other alternative options to be considered:

To make changes to the scheme of delegation relating to the Council functions, although this is not recommended.

4.0 Council Priority:

4.1 The review of the Scheme of delegation will help the Council achieve all its priorities.

5.0 Background Information

5.1 As Members will be aware, under the provisions of the Local Government Act 2000, the Executive ceased to be a committee of the Council within the meaning of the Local Government Act 1972 and the functions assigned to the Executive are for the Leader of the Council to delegate. The Council's non-executive functions and scheme of delegation are for the Council itself to delegate.

Does the information submitted include any exempt information?

No

List of Appendices:

None.

6.0 Legal considerations:

6.1 The Council's Constitution (Procedure Rule 2.2 of Part 4 of the Constitution) requires the Annual meeting to consider changes (if any) to the scheme of delegation or such part of it as the constitution determines it is for the Council to agree. The current scheme of delegation is set out in Part 3 of the Constitution (Responsibility for Functions).

7.0 Human Resources considerations:

7.1 There are no Human Resources considerations.

8.0 Equalities considerations:

8.1 There are no equalities considerations.

9.0 Financial considerations:

9.1 There are no financial considerations.

10.0 Risk management considerations:

10.1 There are no risk management considerations.

11.0 Ethical considerations:

11.1 There are no ethical considerations.

12.0 Internal/ External Consultation undertaken:

12.1 No further consultation has taken place with this item.

13.0 Background papers:

13.1 There are no additional background papers to this report.

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Report to:	COUNCIL
Relevant Officer:	Mark Towers, Director of Governance and Regulatory Services
Relevant Cabinet Member:	Councillor Blackburn, Leader of the Council
Date of Meeting:	22 May 2015

PROGRAMME OF MEETINGS 2015/ 2016

1.0 Purpose of the report:

1.1 The Council will be asked to consider a programme of meetings for the remainder of 2015 and the calendar year 2016.

2.0 Recommendation(s):

2.1 To approve the calendar of meetings and the start times of meetings as attached at Appendix 14(a).

3.0 Reasons for recommendation(s):

3.1 To have in place scheduled meeting dates to enable the Council's committees to transact their business during the Municipal Year.

3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

3.2b Is the recommendation in accordance with the Council's approved budget? Yes

3.3 Other alternative options to be considered:

To not schedule meeting dates although this will not allow Council and its committees to plan their business and meeting dates for the Municipal year ahead.

4.0 Council priority:

4.1 The appointment of Council committees will help the Council achieve all its priorities.

5.0 Background information

- 5.1 The Constitution states that at the Annual meeting of the Council, a programme of ordinary meetings of the Council shall be determined. In agenda item 12 there is a range of committees due to be considered, should these committees be appointed then the calendar put forward is reflective of those proposals.
- 5.2 A similar cycle as before is proposed, but with Licensing Committee, Public Protection Sub Committee, Planning Committee and Budget Council moving to a 6.00pm start time (unless the business of the meeting dictates otherwise e.g. an item/ range of items are to be a half day in length). In particular for the regulatory committees, this will enable members of the public to attend and present their views at a time outside normal working hours. It is anticipated that the Chief Officers Employment Committee, shall continue to meet as and when necessary.
- 5.3 In line with Councils in other boroughs, the Planning Committee is asked to use the site visit option on an exceptional basis consider the use of technology as an alternative to a 'formal' visit, enabling all the committee and interested parties (members of the public/ applicant/ objectors etc) to see details of the site as part of the Planning Committee meeting when the application is considered.
- 5.4 No Area Forum meetings are proposed for June/July and it is recommended that the opportunity be taken to review the different forms of community engagement currently in use by the Council and report back to the July Council meeting.
- 5.5 A proposed programme of meetings is set out at Appendix 14(a) with the start times for all committees are listed at the end of the Appendix.
- 5.6 It is for the Leader of the Council to schedule Executive meetings, but proposed dates have been listed in the programme at Appendix 14(a), for completeness. It will also be for the Licensing Committee to formalise the schedule of Public Protection Sub-Committee meetings.

Does the information submitted include any exempt information?

No

List of Appendices:

Appendix 14(a) - Calendar of Meetings 2015/ 2016

6.0 Legal considerations:

- 6.1 The Council's Constitution provides for the Annual meeting to formulate a schedule of Council and Committee meetings for the forthcoming Municipal Year.

7.0 Human Resources considerations:

7.1 There are no human resources considerations.

8.0 Equalities considerations:

8.1 There are no equalities considerations.

9.0 Financial considerations:

9.1 There are no additional financial considerations.

10.0 Risk management considerations:

10.1 Failure to put in place a schedule of meetings will put at risk the ability for the Council to transact its business efficiently.

11.0 Ethical considerations:

11.1 There are no ethical considerations.

12.0 Internal/external consultation undertaken:

12.1 No further consultation has taken place with this item as the schedule of meetings is in accordance with previous practice.

13.0 Background papers:

13.1 There are no additional background papers to this report.

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COMMITTEES – 2015

	Monday	Tuesday	Wednesday	Thursday	Friday
May	18	19	20	21	22 Annual Council
	25 Spring Bank Holiday	26	27	28	29
June	1	2	3 Licensing	4	5
	8 Appeals Executive	9 Planning	10 Health and Wellbeing Board	11	12
	15	16 Public Protection Sub	17	18 Audit	19
	22 Executive	23 Standards	24	25	26
June/July	29	30	1	2 Tourism, Economy and Resources Scrutiny	3
July	6	7 Planning	8 Council	9 Resilient Communities Scrutiny	10
	13	14	15 Health and Wellbeing Board	16 Audit	17
	20 Appeals Executive	21 Public Protection Sub	22	23	24
	27	28	29	30	31
Aug	3	4 Planning	5	6	7
	10	11	12	13	14
	17	18	19	20	21
Aug/Sept	24	25	26	27	28
	31 Summer Bank Holiday	1 Public Protection Sub	2 Health and Wellbeing Board	35	4
Sept	7 Appeals	8 Planning Shareholders Panel (BTS)	9 Shareholders Panel (BOC / BEC)	10 Tourism, Economy and Resources Scrutiny	11
	14 Executive	15	16 Council	17 Resilient Communities Scrutiny	18
	21 Shareholders Panel (HC / BCH)	22	23	24 Audit	25
Sept/Oct	28	29 Public Protection Sub	30	1	2
	Monday	Tuesday	Wednesday	Thursday	Friday

Appendix 14(a)

	Monday	Tuesday	Wednesday	Thursday	Friday
Oct	5 Executive	6 Planning	7	8	9
	12	13	14	15 Tourism, Economy and Resources Scrutiny	16
	19 Appeals	20	21 Health and Wellbeing Board	22 Audit	23
	26	27 Public Protection Sub	28	29	30
Nov	2 Executive	3 Planning	4	5 Resilient Communities Scrutiny	6
	9	10	11	12	13
	16	17 Standards	18	19 Tourism, Economy and Resources Scrutiny	20
	23	24 Public Protection Sub	25 Council	26 Audit	27
Nov/ Dec	30 Appeals	1 Planning	2 Health and Wellbeing Board	3	4
Dec	7 Executive	8	9	10 Resilient Communities Scrutiny	11
	14	15	16	17	18
	21	22	23	24	25 Christmas Day
	28 Boxing Day	29	30	31	1 New Years Day
	Monday	Tuesday	Wednesday	Thursday	Friday

COMMITTEES – 2016

	Monday	Tuesday	Wednesday	Thursday	Friday
Jan	4	5	6	7	8
	11	12 Planning	13	14	15
	18 Executive	19 Public Protection Sub	20 Council	21 Tourism, Economy and Resources Scrutiny	22
	25 Appeals Shareholders Panel (BTS)	26 Shareholders Panel (BOC / BEC)	27 Health and Wellbeing Board	28 Audit	29
Feb	1 Shareholders Panel (HC / BCH)	2	3	4 Resilient Communities Scrutiny	5
	8 Executive (Budget)	9 Planning	10	11	12 Budget consultation
	15	16	17	18	19
	22 Executive (Budget)	23 Public Protection Sub	24	25 Budget Council	26
Feb/ Mar	29	1	2 Health and Wellbeing Board	3 Tourism, Economy and Resources Scrutiny	4
Mar	7 Executive	8 Planning	9 Council	10 Audit	11
	14 Appeals	15	16	17 Resilient Communities Scrutiny	18
	21	22	23	24	25 Good Friday
Mar/ Apr	28 Easter Monday	29 Public Protection Sub	30	31 Tourism, Economy and Resources Scrutiny	1
Apr	4 Executive	5 Planning	6	7 Audit	8
	11	12	13	14	15
	18	19	20 Health and Wellbeing Board	21	22
	25	26	27	28	29
May	2 Early May Bank Holiday	3	4	5 PCC Elections	6
	9 Appeals	10 Planning	11	12 Resilient Communities Scrutiny	13
	16 Annual Council	17	18	19 Tourism, Economy and Resources Scrutiny	20
	Monday	Tuesday	Wednesday	Thursday	Friday

Appendix 14(a)

	Monday	Tuesday	Wednesday	Thursday	Friday
	23 Executive	24	25 Licensing	26 Audit	27
May/ Jun	30 Spring Bank Holiday	31	1	2	3
Jun	6	7 Planning	8 Health and Wellbeing Board	9 Resilient Communities Scrutiny	10
	13	14 Public Protection Sub	15	16 Tourism, Economy and Resources Scrutiny	17
	20 Appeals Executive	21	22	23	24
Jun/Jul	27	28 Standards	29 Council	30	1
Jul	4	5 Planning	6	7 Audit	8
	11	12 Public Protection Sub	13	14 Resilient Communities Scrutiny	15
	18 Executive	19	20	21 Tourism, Economy and Resources Scrutiny	22
	25 Appeals	26	27	28	29
Aug	1	2 Planning	3	4	5
	8	9 Public Protection Sub	10	11	12
	15	16	17	18	19
	22	23	24	25	26
Aug/ Sept	29 Summer Bank Holiday	30 Planning	31	1	2
Sept	5 Appeals Executive	6 Public Protection Sub	7	8	9
	12	13 Shareholders Panel (BTS)	14 Shareholders Panel (BOC / BEC)	15	16
	19	20 Shareholders Panel (HC / BCH)	21 Council	22 Audit	23
	Monday	Tuesday	Wednesday	Thursday	Friday

These are day meetings due to the nature and length of their business:

- Appeals: start time 10.00am
- Annual Council: start time 2.00pm
- Health and Wellbeing Board: start time 3.00pm

These are early evening meetings due to the nature of their business and/ or public involvement and all start at 6.00pm:

- Council
- Budget Council
- Executive
- Resilient Communities Scrutiny
- Tourism, Economy and Resources Scrutiny
- Audit
- Licensing
- Public Protection Sub
- Planning
- Standards

The Chief Officers Employment Committee would meet as and when required.

Please note that due to the commercially sensitive nature of the information discussed, the Shareholders Panel meetings are private and informal.

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