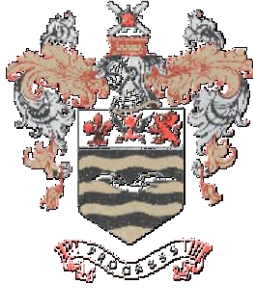


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BLACKPOOL COUNCIL

Tuesday, 16 May 2023

To: The Members of Blackpool Council

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 Wednesday, 24 May 2023 commencing at 2.00 pm for the transaction of the business specified below.

A handwritten signature in black ink, appearing to read "David Lewis".

Director of Governance and Partnerships

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 TO PAY THANKS IN RESPECT OF THE SERVICE OF THE EX-MAYOR

- The Mayor and group leaders / representatives will have the opportunity to thank the Ex-Mayor for her service.
- The Mayor will present a bouquet and past Mayor's medal to Councillor Kathryn Benson.
- The Ex-Mayor will have an opportunity to thank the Mayor.

6 THE MAYOR'S ADDRESS

The Worshipful the Mayor to address the meeting in relation to her forthcoming year.

7 DECLARATIONS OF INTEREST

Members are asked to declare any interests in the items under consideration and in doing so state:

(1) the type of interest concerned either a

- (a) personal interest
- (b) prejudicial interest
- (c) disclosable pecuniary interest (DPI)

and

(2) the nature of the interest concerned

If any member requires advice on declarations of interests, they are advised to contact the Head of Democratic Governance in advance of the meeting.

8 MINUTES OF THE LAST MEETING HELD ON 22 FEBRUARY 2023 (Pages 1 - 8)

To agree the minutes of the last meeting held on 22 February 2023 as a true and correct record.

9 ANNOUNCEMENTS

To receive official announcements from the Mayor.

10 ELECTION OF THE LEADER OF THE COUNCIL

To elect the Leader of the Council, to serve for a four year term office, until the Annual Council meeting in 2027, in accordance with the Local Government and Public Involvement in Health Act 2007.

11 SCRUTINY LEAD MEMBER (Pages 9 - 14)

The Council will be asked to consider the appointment of a Lead Member for Scrutiny.

12 APPOINTMENT OF COMMITTEES (Pages 15 - 34)

The Council will be asked to consider the appointment of its committees in accordance with the Council's Constitution.

13 CHANGES TO THE CONSTITUTION / SCHEME OF DELEGATION (Pages 35 - 38)

To consider the Scheme of Delegation in terms of non-executive and executive functions.

14 PROGRAMME OF MEETINGS 2023/2024 (Pages 39 - 46)

The Council will be asked to consider a programme of meetings for 2023/2024 and to note provisional meeting dates from May to July 2024.

Venue information:

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

Other information:

For queries regarding this agenda please contact Sarah Chadwick, Democratic Governance Senior Adviser, Tel: (01253) 477153, e-mail sarah.chadwick@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 Benson (in the Chair)

Councillors

| | | | |
|---------------|-----------|---------------|------------|
| Baker | Collett | Jackson | R Scott |
| Brookes | Cox | Kirkland | Sloman |
| Burdess | Critchley | Matthews | Smith |
| Cain | Farrell | B Mitchell | Stansfield |
| Mrs Callow JP | Galley | M Mitchell | Taylor |
| Campbell | Hobson | O'Hara | Walsh |
| Clapham | Hugo | Owen | L Williams |
| D Coleman | Hunter | Robertson BEM | Wilshaw |
| G Coleman | Hutton | D Scott | Wright |

In Attendance:

Neil Jack, Chief Executive

Alan Cavill, Director of Communications and Regeneration

John Blackledge, Director of Community and Environmental Services

Antony Lockley, Director of Strategy and Assistant Chief Executive

Dr Arif Rajpura, Director of Public Health

Steve Thompson, Director of Resources

Mark Towers, Director of Governance and Partnerships

Lorraine Hurst, Head of Democratic Governance

Sarah Chadwick, Democratic Governance Senior Adviser

Jenni Cook, Democratic Governance Senior Adviser

1 DECLARATIONS OF INTEREST

Councillors Brookes, Hobson and Robertson declared personal interests in agenda item 3, 'Proposed Rent Review and Housing Revenue Account 2023/24' as Council appointed non-executive directors of Blackpool Coastal Housing Company Ltd.

In relation to item 4 'General Fund Revenue Budget, Council Tax and Dedicated Schools Grant 2023/24' the following declarations were made:

- Councillors Hugo, Jackson and R Scott declared personal interests in relation to the Lancashire Combined Fire Authority (CFA) precept as Council-appointed representatives of Lancashire CFA
- Councillors Burdess, Critchley and Galley declared personal interests in relation to the proposed concessionary fare saving as Council appointed non-executive directors on Blackpool Transport Services Ltd. Councillor Benson also declared a personal interest as her spouse was an employee at Blackpool Transport Services Ltd.

MINUTES OF COUNCIL MEETING - WEDNESDAY, 22 FEBRUARY 2023

2 MINUTES OF THE LAST MEETING HELD ON 1 FEBRUARY 2023

Resolved: That the minutes of the Council meeting held on 1 February 2023 be signed by the Mayor as a correct record.

3 PROPOSED RENT REVIEW AND HOUSING REVENUE ACCOUNT BUDGET 2023/24

Members considered the recommendations from the Executive meeting on 6 February 2023 on the level of rents and service charges to be charged in connection with Housing Revenue Account dwellings and the Housing Revenue Account budget for 2023/24.

Discussion took place on the proposed levels of rent and affordability as well the impact upon the Housing Revenue Account in the longer term.

Motion: Councillor Taylor proposed (and Councillor L Williams seconded):

1. That rents for all Housing Revenue account properties are increased by 5% in 2023/2024.
2. That the 2023/2024 Housing Revenue Account budget as set out in Appendix 3a to the report is approved.
3. That the minimum level of Housing Revenue Account balances remain protected at £1 million, as previously agreed.
4. That Housing Revenue Account service charges (as detailed in Appendix 3b to the report) and that other General Fund service charges (as detailed in Appendix 3c) are charged as outlined'.

Recorded vote: The Council noted that under the Local Authorities (Standing Order) (England) (Amendment) Regulations 2014, there was a requirement for a recorded vote on setting the budget. The voting was as follows:

For the motion: Councillors Benson, Brookes, Burdess, Campbell, Collett, Critchley, Farrell, Hobson, Hugo, Hunter, Hutton, Jackson, Kirkland, Matthews, M Mitchell, O'Hara, Owen, Smith, Taylor, L Williams, Wright - **Total 21.**

Against the motion: Councillors Baker, Cain, Mrs Callow, Clapham, Cox, Galley, B Mitchell, Robertson, D Scott, R Scott, Sloman, Stansfield, Walsh, Wilshaw - **Total 14.**

Abstentions: None

Motion carried: The motion was therefore carried.

Notes:

MINUTES OF COUNCIL MEETING - WEDNESDAY, 22 FEBRUARY 2023

1. A short adjournment took place after the debate on the item.
2. Councillors D Coleman and G Coleman left the meeting before the vote was taken.

4 GENERAL FUND REVENUE BUDGET, COUNCIL TAX AND DEDICATED SCHOOLS GRANT FOR 2023/24

The Council considered the recommendations from the Executive from its meeting on 6 February 2023 in relation to the draft General Fund Revenue Budget for 2023/24, setting of Council Tax and proposals for the use of the Dedicated Schools Grant.

Members noted the level of precepts that had been set by the Police and Crime Commissioner for Lancashire and the Lancashire Combined Fire Authority for the forthcoming financial year at the meetings on 15 February 2023 and 21 February 2023 respectively.

Debate took place on the level of proposed Council tax and a range of views were expressed.

Motion: Councillor L Williams proposed (and Councillor Taylor seconded):

1. To note the recommendations from the Executive at its meeting on 6 February 2023 and updated information contained in the report.
2. To note that the Police and Crime Commissioner for Lancashire's precept for the financial year 2023/24 is £251.45 (a £15.00 increase, equivalent to 6.34%) for a Band D Tax equivalent and the Lancashire Combined Fire Authority precept for the financial year 2023/24 is £82.27 (a £5.00 increase, equivalent to 6.47% increase) for a Band D Tax equivalent.
3. To agree a level of budget savings of £23.4m (ref. paragraphs 10.1 and 10.3 of the report and Appendix 4b) incorporating a Council Tax increase of 4.99% made up of 2.99% plus 2% Adult Social Care precept.
4. To agree the level of net expenditure for the General Fund Revenue Budget 2023/2024 of £176,218,000 (ref. paragraph 9.2 of the report and Appendix 4a).
5. To note that on 31 January 2023, the National Non-Domestic Rate Return 1 for 2023/2024 was formally approved by the Leader of the Council and this has been reflected in Appendix 4a to the report for the financial year 2023/24 and Appendix 4h (Annexes 1 and 2).
6. To agree that the Chief Executive be authorised to take any necessary steps to ensure any staffing savings are achieved (ref. paragraph 11.1 of the report).
7. To agree that the Chief Executive be authorised to take any necessary steps to ensure any staffing savings are achieved (ref. paragraph 11.1 of the report).
8. To agree the allocation of schools funding for 2023/24 (ref. paragraph 7.8 and

MINUTES OF COUNCIL MEETING - WEDNESDAY, 22 FEBRUARY 2023

Appendix 4c of the report).

9. To agree that a target level of working balances of £6m by 31 March 2024 rising to £8m by 31 March 2025 and that due regard is given to the robustness of the estimates and the adequacy of reserves in the budget proposals for 2023/2024 (ref. section 13 of the report and Appendix 4g).
10. To adopt the formal Council Tax Resolutions set out at Appendix 4h to the report (Annex 1), in so doing agree a Council Tax Requirement of £69,502,000 and a Council Tax Base of 37,830 properties.
11. To note the calculation of Aggregate Amounts as directed by Section 31A of the Local Government Finance Act 1992 as set out at Appendix 4h to the report (Annexes 1 and 2).
12. To approve a level of Council Tax for the financial year 2023/24 of £1,837.23 at valuation Band D equivalent (a 4.99% increase including the 2% Adult Social Care Precept but excluding the precepts for the Police and Crime Commissioner for Lancashire and the Lancashire Combined Fire Authority).
13. To confirm the aggregate levels of Council Tax for Valuation Bands A to H will be as set out in the updated Appendix 4h to the report and set out below'.

| Valuation bands | | | | | | | | |
|--|----------|----------|----------|----------|----------|----------|----------|----------|
| Authority | £ | | | | | | | |
| | A | B | C | D | E | F | G | H |
| Blackpool Council | 1,063.97 | 1,241.30 | 1,418.62 | 1,595.95 | 1,950.60 | 2,305.26 | 2,659.92 | 3,191.90 |
| Adult Social Care Precept | 160.85 | 187.66 | 214.47 | 241.28 | 294.90 | 348.52 | 402.13 | 482.56 |
| Blackpool Council Total | 1,224.82 | 1,428.96 | 1,633.09 | 1,837.23 | 2,245.50 | 2,653.78 | 3,062.05 | 3,674.46 |
| Police and Crime Commissioner for Lancashire | 167.63 | 195.57 | 223.51 | 251.45 | 307.33 | 363.21 | 419.08 | 502.90 |
| Lancashire Combined Fire Authority | 54.85 | 63.99 | 73.13 | 82.27 | 100.55 | 118.83 | 137.12 | 164.54 |
| | A | B | C | D | E | F | G | H |
| All parts of the Council's area | 1,447.30 | 1,688.52 | 1,929.73 | 2,170.95 | 2,653.38 | 3,135.82 | 3,618.25 | 4,341.90 |

Recorded vote: The Council noted that under the Local Authorities (Standing Order)

MINUTES OF COUNCIL MEETING - WEDNESDAY, 22 FEBRUARY 2023

(England) (Amendment) Regulations 2014, there was a requirement for a recorded vote on setting the Council tax and budget. The voting was as follows:

For the motion: Councillors Benson, Brookes, Burdess, Campbell, Collett, Critchley, Farrell, Hobson, Hugo, Hunter, Hutton, Jackson, Kirkland, Matthews, O'Hara, Owen, Smith, Taylor, L Williams, Wright - **Total 20.**

Against the motion: Councillors Baker, Cain, Mrs Callow, Clapham, Galley, B Mitchell, M Mitchell, Robertson, D Scott, R Scott, Sloman, Stansfield, Walsh, Wilshaw - **Total 14.**

Abstentions: None

Motion carried: The motion was therefore carried.

Note: Councillor Cox left the meeting at the start of the item.

5 TREASURY MANAGEMENT STRATEGY 2023/24

Members considered the recommendations of the Executive in relation to the proposed Treasury Management Strategy 2023/2024, which set out an annual plan of how the Council would manage its investments and cashflows.

Motion: Councillor L Williams proposed (and Councillor Taylor seconded):

1. To approve the Treasury Management Strategy 2023/2024 including both the Borrowing and Investment Strategies set out in Appendix 5c and Appendix 5d to the report.
2. To adopt the Treasury Management Policy Statement, the three key principles and four clauses taken from CIPFA's Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes (2021 Edition) set out in Appendix 5b to the report.
3. To approve the revised Prudential Indicators and limits for 2023/2024 and the new Prudential Indicators and limits for 2023/2024 – 2025/2026 set out in Appendix 5e to the report.
4. To approve the Minimum Revenue Provision Policy Statement for 2023/2024, which will ensure a prudent Minimum Revenue Provision charge in the annual statement of accounts. The policy is set out in Appendix 5f to the report'.

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

6 CAPITAL STRATEGY 2023/24 TO 2025/26

The Council considered the recommendations from the Executive meeting of 6 February 2023 in relation to the proposed capital strategy and its complimentary document the Property Investment Strategy for 2023/24.

MINUTES OF COUNCIL MEETING - WEDNESDAY, 22 FEBRUARY 2023

Members noted that the proposed Capital Strategy aligned with the priorities set out in the Council Plan and Treasury Management Strategy.

Motion: Councillor L Williams proposed (and Councillor Taylor seconded):

1. To approve the Capital Strategy 2023/2024 to 2025/2026 attached at Appendix 6a to the report.
2. To approve the Property Investment Strategy for 2023/2024 attached at Appendix 6b to the report'.

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

7 CAPITAL PROGRAMME 2023/24 TO 2025/26

The Council considered a report and recommendations of the Executive from 6 February 2023 regarding the Capital Programme for 2023/2024, 2024/2025 and 2025/26 and in doing so noted that the programme ran concurrently with the General Fund Revenue Budget and projected forward indicative spending for three years at an estimated value of £125.8 million.

Motion: Councillor L Williams proposed (and Councillor Taylor seconded):

1. To approve the Capital Programme for 2023/2024 as set out in the report and in Appendices 7a and 7b.
2. To agree that Executive approval will continue to be required for all Prudential borrowing schemes (reference paragraph 6.10 of the report).
3. To approve the Single Capital Pot approach as outlined with a top slice of 12.5% to allow for investment in key priority areas and overspends that are not otherwise fundable (reference paragraph 6.11 of the report).
4. To agree the Capital Prudential Indicators as identified in Appendix 7c to the report'.

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

8 LOCAL PLAN

Members were aware that the item on the proposed Local Plan Part 2 had been deferred at the last meeting in order to allow further engagement with elected members. A briefing had subsequently been held on 15 February 2023.

The Council considered the report and noted that the Local Plan was a key document that formed part of the Council's statutory planning framework.

MINUTES OF COUNCIL MEETING - WEDNESDAY, 22 FEBRUARY 2023

Motion: Councillor L Williams proposed (and Councillor Taylor seconded):

1. To accept the Inspector's findings and his recommendations including the Main Modifications as set out in Appendix 8a to the report; accept the additional (minor) modifications to the Local Plan Part Two as set out in Appendix 8b and adopt the Blackpool Local Plan Part 2: Site Allocations and Development Management Policies with the Main Modifications and additional (minor) modifications and the amended Policies Maps at Appendix 8c to the report.
2. To authorise the Director of Communications and Regeneration to undertake the necessary steps for the adoption process to be completed and that delegated powers be given to Head of Planning Strategy to make any final modifications to improve readability; correct any factual matters or typographical errors; and the final presentation of the document'.

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

9 PAY POLICY STATEMENT 2023/24

Members considered the recommendation from the Chief Officer's Employment Committee in relation to the Pay Policy Statement for 2023/2024 which incorporated the annual gender pay gap data.

Motion: Councillor L Williams proposed (and Councillor Taylor seconded):

'To approve the Proposed Pay Policy Statement, as attached at Appendix 9(a) to the report'.

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

Mayor

(The meeting ended at 7.34 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 Partnerships |
| Relevant Cabinet Member: | Leader of the Council |
| Date of Meeting: | 24 May 2023 |

SCRUTINY LEAD MEMBER

1.0 Purpose of the report:

1.1 To consider the appointment of a Lead Member for Scrutiny.

2.0 Recommendation(s):

2.1 To agree to appoint Councillor Paul Galley, in his capacity as Leader of the Principal Opposition, as Chair of the Scrutiny Leadership Board.

3.0 Reasons for recommendation(s):

3.1 To ensure effective scrutiny at Blackpool Council.

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 to consider which would be in accordance with the North West Employers review and previous Council decisions arising from that review to have a senior opposition member as Scrutiny Lead Member.

4.0 Council priority:

4.1 The scrutiny committees and the Scrutiny Leadership Board chaired by Lead Scrutiny Member will focus on the proposed priorities of the Council and performance management.

5.0 Background Information: Overview and Scrutiny

5.1 At the Annual Council meeting in 2019, following a recommendation from the review of scrutiny by North West Employers (NWE) the Council appointed a Scrutiny Lead Member who would also chair the Scrutiny Leadership Board. A role profile was developed which is attached at Appendix 11a.

- 5.2 In line with the review and previous Council decisions, a senior opposition member has been appointed as Scrutiny Lead Member since the role was established in 2018.
- 5.3 A follow-up review was conducted by North-West Employers during 2022-23, where it was recognised that the Scrutiny Leadership Board had provided greater clarity and strategic oversight of the scrutiny function as a whole as well as focusing on and contributing to key strategic issues such as the financial inclusion strategy and overall council performance. The finding and recommendations of the NWE report will be considered at a future meeting of the Scrutiny Leadership Board.
- 5.4 In terms of the Scrutiny Lead Member role (and Chair of the Scrutiny Leadership Board) it is recommended that the role is undertaken by the Principal Opposition Group Leader who would have authority to influence and provide a lead in terms of performance management review, holding the Executive to account, as well as directing scrutiny input into strategy/policy development.

Does the information submitted include any exempt information?

No

List of Appendices:

Appendix 11 a - Scrutiny Leadership Board Chair Role Profile.

6.0 Legal considerations:

- 6.1 The Local Government Act 2000 set out the statutory responsibilities in terms of the Council's scrutiny arrangements. This includes the requirement for co-opted members on scrutiny committees dealing with educational matters.

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 implications.

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 Consultation has taken place with the political group leads.

13.0 Background papers:

13.1 There are no additional background papers to this report.

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Role Description: Chair of Scrutiny Leadership Board

Your roles and responsibilities as the Scrutiny Lead Member

- To be the visible lead of the scrutiny function at the Council, driving forward improvement and raising the profile of the function both internally and externally.
- To Chair the Scrutiny Leadership Board and ensure all scrutiny committees are working together to achieve value added and can demonstrate their impact.
- To be the key point of liaison between the Executive, Corporate Leadership Team and Scrutiny and lead in developing and improving those relationships.
- To support the Chairs and Vice Chairs of the Scrutiny Committees in carrying out their duties.
- To be active in undertaking research and improving your knowledge of Council and other relevant services; and in seeking out and identifying areas that scrutiny can have an impact on or can help improve.
- To work with the Scrutiny Manager (Statutory Scrutiny Officer) and Scrutiny Officers to achieve a positive, proactive and reactive scrutiny workplan.
- To prepare and present a report on the work of scrutiny to the full Council meeting periodically and answers questions from other councillors

Values, Skills and Attributes

A full person specification can be found on the following page.

Time Commitment

The position of Scrutiny Lead Member is a prominent role. You will be required to prepare for and attend meetings of the Scrutiny Leadership Board, attend and observe Scrutiny Committee meetings and the Audit Committee where necessary, meet regularly with key stakeholders including the Leader of the Council, Executive Members, Directors and the Scrutiny Manager.

You will also need to continually develop and increase your knowledge of the Council and the role of scrutiny through reading, research and by attending training and development events.

The time commitment is estimated to be four days per month.

Person Specification for Scrutiny Lead Member

| | Essential/ desirable |
|---|-------------------------|
| Background and experience | |
| <ul style="list-style-type: none"> • A record of achievement at senior leadership level | E |
| <ul style="list-style-type: none"> • Experience of holding senior leaders to account and, in turn, accustomed to a high level of accountability | E |
| <ul style="list-style-type: none"> • Experience of leading or managing significant change | D |
| Skills and personal attributes | |
| <ul style="list-style-type: none"> • Highly developed interpersonal and communication skills including being able to discuss sensitive issues tactfully | E |
| <ul style="list-style-type: none"> • Confidence in presenting and ability to question and challenge appropriately | E |
| <ul style="list-style-type: none"> • Ability to analyse reports and data and review issues objectively | E |
| <ul style="list-style-type: none"> • Ability to take responsibility for decisions and ensuring that decisions are well informed | E |
| <ul style="list-style-type: none"> • A good listener and disciplined speaker, able to weigh up arguments and summarise for others | E |
| <ul style="list-style-type: none"> • Commitment to taking a proactive role including undertaking extensive reading and research, regularly attending meetings and attending training events/seminars | E |
| <ul style="list-style-type: none"> • Ability to act with integrity, adhere to governance policies and understand the importance of avoiding conflicts of interest | E |
| <ul style="list-style-type: none"> • Personal integrity and commitment to confidentiality in appropriate circumstances | E |

| | |
|---------------------------------|--|
| Report to: | COUNCIL |
| Relevant Officer: | Mark Towers, Director of Governance and Partnerships |
| Relevant Cabinet Member: | Leader of the Council |
| Date of Meeting: | 24 May 2023 |

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 relevant legislation.

2.0 Recommendation(s):

2.1 To appoint the following Council committees, with powers and duties as set out in the Council's Constitution:

- Audit Committee
- Planning Committee
- Standards Committee

2.2 To appoint the following committees with the powers and duties as set out at Appendix 12a:

- Appeals Committee
- Chief Officers' Employment Committee

2.3 To appoint the following scrutiny committees with the powers and duties as set out at Appendix 12b:

- Children and Young People's Scrutiny Committee
- Adult Social Care and Health Scrutiny Committee
- Levelling Up Scrutiny Committee
- Climate Change and the Environment Scrutiny Committee

and delegate authority to the Director of Governance and Partnerships to amend the responsibility areas if Cabinet Member responsibilities are changed.

2.4 To appoint a Scrutiny Leadership Board, with the powers set out in the Council's constitution and for the Board to have an adjusted political balance membership of four Labour, six Conservative (to be made up of the Chairs, Vice Chairs of the four scrutiny committees, the Chair of the Audit Committee and also to add the Principal Opposition Group Leader as Chair of the Committee in line with the recommendation of agenda item 11).

- 2.5 To agree the political balance attached at Appendix 12c and appointments to the above committees at Appendix 12d (the latter will be circulated separately) and to delegate authority to the Children and Young People’s Scrutiny Committee to confirm appointments to co-opted positions throughout the year.
- 2.6 To reappoint the Licensing Committee with the powers and duties as set out in the Constitution (equating to a membership of 12 and a composition of eight Labour and four Conservative).
- 2.7 Subject to (2.6) above, to request the Licensing Committee to re-appoint the Public Protection Sub-Committee, with the powers and duties, as set out in the Constitution including the appointment of the Chair and Vice-Chair.
- 2.8 Subject to (2.2) above, to request the Chief Officers’ Employment Committee to appoint the following standing sub-committees:
- Chief Officers’ Appointments Sub-Committee
 - Chief Officers’ Disciplinary Sub-Committee
 - Chief Officers’ Appeals Sub-Committee
- with the powers and duties, as set out in Appendix 12a including the appointments of the Chairs and Vice-Chairs and to add in the powers and duties of the Independent Panel (Statutory Officers) as referred to in para 6.2 below and also set out in Appendix 12a.
- 2.9 To agree that any membership changes to committees or sub-committees during the course of the Municipal Year be reported to the Director of Governance and Partnerships by the relevant Group Leader for implementation.
- 2.10 Subject to the approval of the above recommendations, to agree to the memberships of the committees of the Council and their Chairs and Vice Chairs as set out in Appendix 12d (to be circulated separately) and that delegated authority is given to the committees themselves to determine changes to Chairs and Vice Chairs, in line with the principles set out in this report should the need arise for change during the municipal year.
- 2.11 To confirm the membership of the Health and Wellbeing Board with the powers and duties as set out in the Constitution and the appointment of the Chair and Vice-Chair of the Board as set out in Appendix 12d (to be circulated separately).
- 2.12 Subject to the approval of the above recommendations, to agree that the Director of Governance and Partnerships 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 and those set out in the revised Joint Negotiating Committee (JNC) Handbook for Local Authority Chief Executives - National Salary Framework and Conditions of service which was republished in late 2022.

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 options available including a different or varied set of committees. However, the proposed committees take account of legislative needs with regard to regulatory committees and the Council's priorities in respect of scrutiny committees. It is considered that these proposals will 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.

5.0 Background Information

5.1 The Annual Meeting is the yearly occasion to review the political balance calculations in order to meet the requirements of the Local Government and Housing Act 1989 and the associated regulations. It is also the time to review the political management arrangements and make any changes that may be required by legislation, updated guidance and, in an election year, as a result of the local elections. Specific recommendations regarding Chairs and Vice Chairs have been informed by discussions with the Leader of the Council.

6.0 Proposals

Powers and duties

6.1 Currently the Council has two committees that deal with employment matters: the Chief Officers' Employment Committee and the Appeals Committee. As a result of revisions in late 2022 to the national Joint Negotiating Committee (JNC) for Local Authority Chief Executives - National Salary Framework and Conditions of Service Handbook, a revised structure for dealing with employment matters for Chief Officers is now recommended and three sub-committees are proposed in line with

this, along with revised terms of reference for the current committees. This is as follows:

- Appeals Committee – with revised powers and duties as set out in Appendix 12a.
- Chief Officers’ Employment Committee – revised powers and duties and with three new sub-committees to be established ie:
 - Chief Officers’ Appointments Sub-Committee
 - Chief Officers’ Disciplinary Sub-Committee
 - Chief Officers’ Appeals Sub-Committeeas set out in Appendix 12a.

Membership of the sub-committees would be drawn in the first instance from the Chief Officers’ Employment Committee as the ‘parent’ committee but may include other members as appropriate.

6.2 On 8th July 2015, the Council in accordance with the requirements of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 appointed the three Independent Persons who have been appointed under the Members’ Code of Conduct framework (Section 28 (7) of the Localism Act 2011) to advise the Council on recommendations for dismissal relating to the Head of Paid Service, the Chief Finance Officer and Monitoring Officer. For completeness these powers will now be added to the Responsibility for Functions area of the Constitution and are referenced on Appendix 12a.

6.3 In terms of scrutiny, four scrutiny committees are being proposed that closely align with the Council’s key priorities with powers and duties set out at Appendix 12b:

- Children and Young People’s Scrutiny Committee
- Adult Social Care and Health Scrutiny Committee
- Levelling Up Scrutiny Committee
- Climate Change and the Environment Scrutiny Committee

The Scrutiny Leadership Board would continue to have overall responsibility for scrutiny and it is recommended that its powers and duties remain unchanged.

6.4 In terms of the remaining committees set out below, it is also recommended that their powers and duties remain unchanged:

- Audit Committee
- Planning Committee
- Standards Committee
- Licensing Committee
- Public Protection Sub-Committee
- Health and Wellbeing Board.

- 6.5 In June 2021, the Executive appointed a Shareholder Committee comprising of the Deputy Leader of the Council, the Leader of the Council as substantive members and a member of the principal Opposition Group as a co-opted member (this role was previously held by the Deputy Opposition Leader). As a committee of the Executive, the Executive will be asked to reappoint at its first meeting in June 2023.

Political balance calculations

- 6.6 A full schedule of political balance calculations for all the proposed committees and the permanent sub-committee is attached at Appendix 12c. These have been allocated by 'political group'. A 'political group' is one which has been constituted in accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990 and consists of at least two members and the due notice has been given to the Proper Officer as to the members of that group.
- 6.7 Although not subject to political balance rules, it is recommended that the same methodology be applied to the Licensing Committee and for that committee to equate to a membership of 12, then there would be eight Labour councillors and four Conservative councillors.
- 6.8 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.
- 6.9 Following the election on 4 May, the results for Blackpool were 28 Labour councillors and 14 Conservative. Using the structure of committees previously agreed by Council then under the political balance calculations overall the allocation of seats by Group is as follows:
- Labour Group – 69 seats
 - Conservative Group – 34 seats

These are the calculations identified at stage 3 of the attached schedule at Appendix 12c. When the formulae is applied to each committee then to align back to the stage 3 group numbers there has to be some adjustments made to give each group their allocated number of seats. This has been done on the schedule at Appendix 12c, following normal practice which has been to consult the Group Leaders.

Appointment of Chairs

- 6.10 Appointment of Chairs can be undertaken by either the Council or the committees themselves. Appendix 12d (to be circulated separately) lists the notified names of committee members and proposed chair and vice-chair positions. The appointment of the Chair and Vice Chair for the Public Protection Sub-Committee and the sub-committees of the Chief Officers' Employment Committee is a matter for those

parent committees to deal with. It is also recommended that the committees be given delegated authority to determine any changes to the Chair or Vice Chair positions where changes are necessary during the course of the Municipal Year, in line with the principles set out in this report.

- 6.11 Following consultation held with the Leader of the Council, it is recommended that the principles listed below be applied:
- the Chair of the Audit Committee is from the principal opposition group and the Vice Chair from the majority group
 - the Chair positions in all four scrutiny committees be filled by majority group councillors and the Vice Chair positions be filled by principal opposition councillors
 - the Vice Chair of the Licensing Committee be filled by a principal opposition councillor
 - all other proposals for Chairs and Vice Chairs are filled by councillors from the majority group.

List of Appendices:

- Appendix 12a - Proposed terms of reference for committees dealing with employment matters
- Appendix 12b – Proposed terms of reference for scrutiny committees
- Appendix 12c - Political balance calculations
- Appendix 12d - Proposed membership of the Council’s committees and the Health and Wellbeing Board (to be circulated separately)

7.0 Legal considerations:

- 7.1 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:

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

8.0 Equalities considerations:

- 8.1 There are no equalities considerations.

9.0 Financial considerations:

9.1 Special responsibility allowances for the proposed Chairs and Vice Chairs are met from the Members Allowances' budget.

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 Sustainability, climate change and environmental considerations:

11.1 None.

12.0 Internal/ External Consultation undertaken:

12.1 The Group Leaders put forward nominations for their representatives to serve on the recommended committees.

13.0 Background papers:

13.1 There are no additional background papers to this report.

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Appeals Committee

1. To determine employee related disciplinary appeals against dismissal of staff (other than Chief Officers and the Head of Paid Service which is within the terms of reference of the Chief Officer's Employment Committee) under the Council's disciplinary procedure.
2. To determine appeals in respect of grievances for members of staff including Chief Officers and the Head of Paid Service.
3. To determine appeals by parents against the Council's decision in relation to the provision of transport in cases of need, special circumstance or safety.
4. To determine appeals against the Council's decision in relation to introductory tenancies.

Chief Officers' Employment Committee

(The definition of those posts which are regarded as Chief Officer posts is listed in Part 7 of the Constitution).

1. To act as the overarching employment committee for Chief Officers relating to their appointment in accordance with the Council's Officer Employment Procedure Rules.
2. To consider and approve substantive changes to the Council's Corporate Leadership Team proposed by the Chief Executive/Head of Paid Service where the overall cost of the restructure can be met from existing approved budgets. Where the overall cost cannot be met from existing approved budgets, the Committee shall make a recommendation to the Executive or Council as appropriate.
3. To recommend to Council on the designation (not the individual appointment) of the statutory Chief Officers of the Council within the meaning of:
 - a) Section 2(6) of Local Government and Housing Act 1989 (known as the 'Monitoring Officer')
 - b) Section 151 of the Local Government Act 1972 (known as the 'Statutory Finance Officer')
 - c) Section 18 of the Children Act 2004 (known as the 'Director of Children's Services')
 - d) Section 6(1) of the Local Authorities Social Services Act 1970 (known as the 'Director of Adult Services'); and
 - e) Section 73A of the National Health Service Act 2006 (known as the 'Director of Public Health') upon consideration and recommendation from an Advisory Panel in accordance with the Health and Social Care Act 2012.
4. To act as the Committee which makes recommendations to Council on the individual appointment of the Chief Executive/Head of Paid Service and the designation of the role of Head of Paid Service.

5. To appoint the HM Coroner for the Blackpool and Fylde Coronial district.
6. To appoint standing Sub Committees to determine as appropriate the above matters at (1) to (4).
7. To act as the overarching employment committee for the Head of Paid Service and Chief Officers relating to the appointment of sub committees to deal with grievance, discipline, dismissal and any subsequent disciplinary appeals.
8. To consider and recommend to Council the annual pay policy statement and the gender pay gap data.
9. To have oversight and keep under review HR policies and procedures relating to Chief Officers specifically.

Chief Officers' Appointments Sub-Committee

1. To appoint Chief Officers as part of an interview process in accordance with the Chief Officers' Employment Procedure Rules and subject to any direction or timetable set down by the Chief Officers' Employment Committee.

Chief Officers' Disciplinary Sub-Committee

1. To receive and consider allegations of misconduct against the Council's Chief Officers and the Head of Paid Service.
2. To investigate and/or appoint an independent investigator into the allegations.
3. To take informal action or formal disciplinary action (up to and including dismissal) in respect of the misconduct of Chief Officers, (excluding the Council's Head of Paid Service, the Monitoring Officer or the Chief Finance Officer and subject to their right of appeal to the Chief Officer's Appeals Sub-Committee).
4. To take informal action or formal disciplinary action (excluding dismissal) in respect of the misconduct of the Council's Head of Paid Service, the Monitoring Officer or the Chief Finance Officer, (subject to their right of appeal to the Chief Officer's Appeals Sub-Committee).
5. To suspend, and keep under review the suspension of Chief Officers and the Head of Paid Service.
6. To provide advice, views or recommendations via the Independent Panel (Statutory

Officers) to full Council on a matter proposing the dismissal of the Head of Paid Service, Monitoring Officer or Chief Finance Officer in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 (SI 2015/881) or as may be amended from time to time.

7. To discharge the employer's functions to hear and determine any grievance brought by or against the Head of Paid Service, Monitoring Officer or Chief Finance Officer (if as a result of a determination of such a grievance disciplinary action is recommended, then the members of this Sub-Committee will be substituted to ensure impartiality in dealing with the disciplinary matter).

Chief Officers Appeals Sub Committee

1. To hear appeals against the following disciplinary sanctions:
 - for the Head of Paid Service, Monitoring Officer and Chief Finance Officer, any sanction short of dismissal imposed by the Disciplinary Sub Committee
 - for the other Chief Officers, any sanction up to and including dismissal.

Independent Panel (Statutory Officers)

Comprising of the three Independent Persons who have been appointed under the Elected Members' Code of Conduct framework (Section 28 (7) of the Localism Act 2011).

To advise the Council on matters relating to the dismissal of the Council's Head of Paid Service, the Chief Finance Officer and the Monitoring Officer. It shall undertake its functions in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 and the Officer Employment Procedure Rules.

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Scrutiny Leadership Board

1. To co-ordinate the work of the scrutiny function, ensuring no duplication or gaps across the four committees and ensuring each committee is undertaking an effective programme of in-depth work.
2. To ensure a learning approach to scrutiny is taken, sharing lessons across the four committees and seeking to continuously improve the function.
3. To lead on the design and provision of any necessary development and training for scrutiny members and review of key scrutiny policies and documents including the role descriptions related to scrutiny.
4. To ensure robust systems capturing the added value of scrutiny and impact of reviews.
5. To raise the profile of scrutiny both internally and externally.
6. To meet with Executive Members both individually and collectively (and where appropriate the Corporate Leadership Team) during the municipal year on an informal basis, to discuss respective work programmes and future developments.
7. To undertake specific scrutiny activities in the following areas:
 - a. Oversight of key corporate cross-cutting strategies and plans, including the Council Plan and overarching performance against those strategies and plans.
 - b. To assist in identification of value for money reviews to be carried out by scrutiny committees to inform the budget scrutiny process.
 - c. Overarching role relating to monitoring key performance data of the Council.
 - d. To instigate task and finish working on key financial or strategic scrutiny topic areas.
 - e. To receive referrals for scrutiny work from the Audit Committee and develop the relationship between scrutiny and audit.
 - f. To monitor and comment on the Council's medium term financial strategy, financial outturn reports and any other overarching financial strategies deemed appropriate
 - g. Scrutiny work in relation to Council companies following liaison with the Shareholder Committee of the Executive.

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
 - Undertake policy development task and finish work and monitor the implementation and impact of new and existing policies
 - 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 service 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
 - Undertake a series of scrutiny review panels
 - Carry out value for money reviews in order to contribute to the Council's budget setting process

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 receive reports from the Local Government Ombudsman, when the Council is recommended to ensure the outcomes of decisions are presented to elected members.

Specific functions for the Levelling Up Scrutiny Committee

1. To scrutinise the following functions and responsibilities that fall within the following Cabinet Member portfolios:
 - Leader – Tourism
 - Levelling Up – People
 - Levelling Up – Place
2. To undertake financial management monitoring of the services that fall under the remit of the Committee including holding relevant budget holders to account.

Specific functions for the Climate Change and the Environment Scrutiny Committee

1. To scrutinise the following functions and responsibilities that fall within the following Cabinet Member portfolios:
 - Climate Change
 - Community Safety, Street Scene and Neighbourhoods
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. To discharge the Council's additional statutory responsibilities in terms of flood risk (Chapter 2, 9FH of the Localism Act 2011)
4. To undertake financial management monitoring of the Council services that fall under the remit of the Committee including holding relevant budget holders to account.

Specific functions for the Adult Social Care and Health Scrutiny Committee

1. To scrutinise the following functions and responsibilities that fall within the following Cabinet Member portfolios:
 - Adult Social Care
2. The scrutiny of local health services in accordance with the Health and Social Care Act 2022, and any consequential regulations, directions or guidance issued by the Secretary of State and in particular:

- (i) To challenge local health services on their performance and improve health outcomes for residents of Blackpool.
 - (ii) 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.
 - (iii) To promote greater awareness of health issues within the borough and to engage the people of Blackpool in the health improvement agenda.
 - (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 agree the appointment of and 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.
 - (vi) To engage with Healthwatch Blackpool, the Health and Wellbeing Board and community and voluntary groups as appropriate in order to ensure the views of the service user are reflected.
2. To undertake financial management monitoring of the Council services that fall under the remit of the Committee including holding relevant budget holders to account.

Specific functions for the Children and Young People's Scrutiny Committee

1. To scrutinise the following functions and responsibilities that fall within the following Cabinet Member portfolios:
 - Children's Social Care
 - Young People and Aspiration
2. To undertake financial management monitoring of the services that fall under the remit of the Committee including holding relevant budget holders to account.

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Political Balance Allocations - May 2023

STAGE 1 - Percentage representation on the Council:

| Party | Membership | Percentage % |
|--------------|------------|--------------|
| Labour | 28 | 66.67 |
| Conservative | 14 | 33.33 |
| | 42 | 100.00 |

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

| Committee Name | Membership |
|---|------------|
| Scrutiny Leadership Board | 10 |
| Levelling Up Scrutiny Committee | 9 |
| Climate Change and the Environment Scrutiny Committee | 9 |
| Adult Social Care and Health Scrutiny Committee | 9 |
| Children and Young People's Scrutiny Committee | 9 |
| Audit Committee | 7 |
| Planning Committee | 7 |
| Appeals Committee | 6 |
| Public Protection Sub-Committee | 7 |
| Chief Officers Employment Committee | 10 |
| Chief Officers Appointments Sub-Committee | 6 |
| Chief Officers Disciplinary Committee Sub-Committee | 4 |
| Chief Officers Appeals Sub-Committee | 4 |
| Standards Committee | 6 |
| | Total |
| | 103 |

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) |
|--------------|-----------------|-----------------|
| Labour | 68.67 | 69 |
| Conservative | 34.33 | 34 |
| | | 103 |

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 most seats on every committee (unless agreed otherwise - see Scrutiny Leadership Board)

| Committee | Party | Seats on each committee | Seat entitlement | Allocation for each committee | Adjusted seat allocation | New total of seats on each committee |
|---|--------------|-------------------------|------------------|-------------------------------|--------------------------|--------------------------------------|
| Scrutiny Leadership Board | Labour | 10 | 6.67 | 7 | 4 | 10 |
| | Conservative | | 3.33 | 3 | 6 | |
| Levelling Up Scrutiny Committee | Labour | 9 | 6.00 | 6 | 6 | 9 |
| | Conservative | | 3.00 | 3 | 3 | |
| Children and Young People's Scrutiny Committee | Labour | 9 | 6.00 | 6 | 6 | 9 |
| | Conservative | | 3.00 | 3 | 3 | |
| Adult Social Care and Health Scrutiny Committee | Labour | 9 | 6.00 | 6 | 6 | 9 |
| | Conservative | | 3.00 | 3 | 3 | |
| Climate Change and the Environment Scrutiny Committee | Labour | 9 | 6.00 | 6 | 7 | 9 |
| | Conservative | | 3.00 | 3 | 2 | |
| Audit Committee | Labour | 7 | 4.67 | 5 | 5 | 7 |
| | Conservative | | 2.33 | 2 | 2 | |
| Planning Committee | Labour | 7 | 4.67 | 5 | 5 | 7 |
| | Conservative | | 2.33 | 2 | 2 | |
| Appeals Committee | Labour | 6 | 4.00 | 4 | 4 | 6 |
| | Conservative | | 2.00 | 2 | 2 | |
| Public Protection Sub-Committee | Labour | 7 | 4.67 | 5 | 5 | 7 |
| | Conservative | | 2.33 | 2 | 2 | |
| Chief Officers Employment Committee | Labour | 10 | 6.67 | 7 | 7 | 10 |
| | Conservative | | 3.33 | 3 | 3 | |
| Chief Officers Appointments Sub-Committee | Labour | 6 | 4.00 | 4 | 4 | 6 |
| | Conservative | | 2.00 | 2 | 2 | |
| Chief Officers Disciplinary Sub-Committee | Labour | 4 | 2.67 | 3 | 3 | 4 |
| | Conservative | | 1.33 | 1 | 1 | |
| Chief Officers Appeals Sub-Committee | Labour | 4 | 2.67 | 3 | 3 | 4 |
| | Conservative | | 1.33 | 1 | 1 | |
| Standards Committee | Labour | 6 | 4.00 | 4 | 4 | 6 |
| | Conservative | | 2.00 | 2 | 2 | |
| Total Seats | | | 103 | | | 103 |

Plus 1 Labour to achieve political balance

Minus 1 Conservative to achieve political balance

| | | | | |
|--------------|----------------|--------------------------|----------------|--------|
| | Stage 4 | Stage 4 (revised) | Stage 3 | |
| Labour | 71 | 69 | 69 | Lab +1 |
| Conservative | 32 | 34 | 34 | Con -1 |
| | 103 | 103 | 103 | |

Note 3

Stage 3 overrides Stage 4. Therefore there has to be changes to the stage 4 allocations to align with the allocations produced by stage 3.(Council also agreed at Annual Meeting in May 2019, to have a Scrutiny Leadership Board which was not politically balanced and Labour do not have a majority on this committee). The seat allocation has been adjusted accordingly so a revised stage 4 balances with stage 3.

If the Council wishes to allocate seats **other** than reflects the revised stage 4 allocation per group, 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 continues to equate to a committee of 12: 8 Labour, 4 Conservative.

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.

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| Report to: | COUNCIL |
| Relevant Officer: | Mark Towers, Director of Governance and Partnerships |
| Relevant Cabinet Member: | Leader of the Council |
| Date of Meeting: | 24 May 2023 |

CONSTITUTIONAL CHANGES, SCHEME OF DELEGATION AND PROCEDURAL MATTERS

1.0 Purpose of the report:

1.1 To consider the Scheme of Delegation in terms of non-executive and executive functions and to note updates on other procedural matters.

2.0 Recommendation(s):

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

2.2 To note that reports will be brought back to the June meeting on procedural matters referred to in the report.

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 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. There are no proposed changes to the scheme of delegation.

5.2 In terms of the Procedural Standing Orders for Council and Committees (Part 4a of the Constitution) anecdotal feedback has been received from members of both political groups that the arrangements for question to / answers from Executive members on their reports should be more streamlined. A report will be brought to the next Council meeting on an updated process.

5.3 The award of Honorary Aldermen, together with other criteria for honours will be discussed with Group Leaders and brought back to the next Council meeting.

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 Equalities considerations:

7.1 There are no equalities considerations.

8.0 Financial considerations:

8.1 There are no financial considerations.

9.0 Risk management considerations:

9.1 There are no risk management considerations.

10.0 Sustainability, climate change and environmental considerations:

10.1 None.

11.0 Internal/external consultation undertaken:

11.1 No consultation has taken place as there are no proposed changes at this juncture.

12.0 Background papers:

12.1 There are no additional background papers to this report.

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| | |
|---------------------------------|--|
| Report to: | COUNCIL |
| Relevant Officer: | Mark Towers, Director of Governance and Partnerships |
| Relevant Cabinet Member: | Leader of the Council |
| Date of Meeting: | 24 May 2023 |

PROGRAMME OF MEETINGS 2022/2023

1.0 Purpose of the report:

1.1 The Council will be asked to consider a programme of meetings for 2023/2024 and to note provisional meeting dates from May to July 2024.

2.0 Recommendation(s):

2.1 To approve the calendar of meetings for 2023/2024 as attached at Appendix 14a.

2.2 To agree that meetings commence at 6pm as usual (set out at the end of the calendar of meetings at Appendix 14a).

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 programming of formal Council, Committee and Executive meetings will help the Council achieve all its priorities.

5.0 Background information

5.1 A proposed programme of meetings is set out at Appendix 14a with the start times for all committees listed at the end of the Appendix. A similar cycle as before has been proposed for committees.

5.2 It is for the Leader of the Council to schedule Executive meetings although proposed dates have been listed in the programme for completeness. The meetings of the Shareholder Committee will be determined by the Executive or the committee itself when it is reconstituted.

Does the information submitted include any exempt information?

No

List of Appendices:

Appendix 14a - Calendar of Meetings 2023/2024.

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 Equalities considerations:

7.1 None.

8.0 Financial considerations:

8.1 There are no additional financial considerations.

9.0 Risk management considerations:

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

10.0 Sustainability, climate change and environmental considerations:

10.1 None.

11.0 Internal/external consultation undertaken:

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

12.0 Background papers:

12.1 There are no additional background papers to this report.

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DRAFT Calendar of meetings – May 2023 to May 2024

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------|-------------------------|---|--|--|--------|
| May | 22 | 23 | 24 Annual Council | 25 | 26 |
| May/June | 29 Bank holiday | 30 | 31 | 1 | 2 |
| June | 5 | 6 Licensing Public Protection Sub | 7 | 8 | 9 |
| | 12 Appeals Executive | 13 Planning | 14 | 15 Audit | 16 |
| | 19 Standards | 20 Informal Scrutiny Leadership Board | 21 Health and Wellbeing Board Levelling Up Scrutiny | 22 Children and Young People's Scrutiny | 23 |
| | 26 | 27 Corporate Parent Panel | 28 Council | 29 Economic Prosperity Board | 30 |
| July | 3 | 4 | 5 Climate Change and the Environment Scrutiny | 6 Adult Social Care and Health Scrutiny | 7 |
| | 10 Executive | 11 Scrutiny Leadership Board | 12 | 13 | 14 |
| | 17 Appeals | 18 Public Protection Sub | 19 | 20 | 21 |
| | 24 | 25 Planning | 26 | 27 Audit | 28 |
| July / Aug | 31 | 1 | 2 | 3 | 4 |
| Aug | 7 | 8 | 9 | 10 | 11 |
| | 14 | 15 | 16 | 17 | 18 |
| | 21 | 22 | 23 | 24 | 25 |
| Aug/ Sep | 28 Bank holiday | 29 | 30 | 31 | 1 |
| Sep | 4 | 5 Planning | 6 Public Protection Sub | 7 | 8 |
| | 11 Executive | 12 Informal Scrutiny Leadership Board | 13 | 14 Audit | 15 |
| | 18 Appeals | 19 Corporate Parent Panel | 20 Council | 21 Children and Young People's Scrutiny | 22 |
| | 25 | 26 | 27 Climate Change and the Environment Scrutiny | 28 Adult Social Care and Health Scrutiny | 29 |
| Oct | 2 | 3 Public Protection Sub | 4 Levelling Up Scrutiny | 5 | 6 |
| | 9 | 10 Planning | 11 | 12 | 13 |
| | 16 Executive | 17 Scrutiny Leadership Board | 18 Health and Wellbeing Board | 19 Audit | 20 |
| | 23 | 24 | 25 | 26 | 27 |
| Oct / Nov | 30 Appeals | 31 Public Protection Sub | | 2 | 3 |

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------|----------------------|-----------------------------------|---|--|--------|
| Nov | 6 Executive | 7 Licensing | 8 Levelling Up Scrutiny | 9 Children and Young People's Scrutiny | 10 |
| | 13 Standards | 14 Planning | 15 Climate Change and the Environment Scrutiny | 16 Adult Social Care and Health Scrutiny | 17 |
| | 20 | 21 | 22 | 23 Audit | 24 |
| Nov / Dec | 27 | 28 Corporate Parent Panel | 29 Council | 30 | 1 |
| Dec | 4 | 5 Licensing Public Protection Sub | 6 Informal Scrutiny Leadership Board | 7 | 8 |
| | 11 Appeals Executive | 12 Planning | 13 Health and Wellbeing Board | 14 | 15 |
| | 18 | 19 | 20 | 21 | 22 |
| | 25 Bank holiday | 26 Bank holiday | 27 | 28 | 29 |
| Jan | 1 Bank holiday | 2 | 3 | 4 | 5 |
| | 8 | 9 | 10 | 11 | 12 |
| | 15 | 16 Public Protection Sub | 17 Informal Scrutiny Leadership Board (Budget) | 18 Audit | 19 |
| | 22 Executive | 23 | 24 Levelling Up Scrutiny | 25 Children and Young People's Scrutiny | 26 |
| Jan / Feb | 29 Appeals | 30 Planning | 31 Council | 1 | 2 |
| Feb | 5 Executive (budget) | 6 | 7 Climate Change and the Environment Scrutiny | 8 Adult Social Care and Health Scrutiny | 9 |
| | 12 | 13 | 14 | 15 | 16 |
| | 19 | 20 Public Protection Sub | 21 Council (budget) | 22 | 23 |
| Feb / March | 26 | 27 Planning | 28 | 29 Audit | 1 |
| March | 4 | 5 Scrutiny Leadership Board | 6 | 7 | 8 |
| | 11 Appeals | 12 | 13 Health and Wellbeing Board Levelling Up Scrutiny | 14 Children and Young People's Scrutiny | 15 |
| | 18 Executive | 19 | 20 Climate Change and the Environment Scrutiny | 21 Adult Social Care and Health Scrutiny | 22 |

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------|----------------|--------------------------------------|--|--|-----------------|
| | 25 | 26 Public Protection Sub | 27 Council | 28 | 29 Bank holiday |
| April | 1 Bank holiday | 2 | 3 | 4 | 5 |
| | 8 | 9 Planning | 10 | 11 Audit | 12 |
| | 15 | 16 | 17 | 18 | 19 |
| | 22 Executive | 23 Public Protection Sub | 24 Climate Change and the Environment Scrutiny | 25 Adult Social Care and Health Scrutiny | 26 |
| April / May | 29 Appeals | 30 | 1 Levelling Up Scrutiny | 2 Children and Young People's Scrutiny | 3 |
| May | 6 Bank holiday | 7 Informal Scrutiny Leadership Board | 8 | 9 | 10 |
| | 13 | 14 | 15 Annual Council | 16 | 17 |
| | 20 Executive | 21 | 22 | 23 | 24 |

Timing of meetings

The following 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 meetings listed below start at 6.00pm:

- Council
- Budget Council
- Executive
- Audit
- Planning
- Licensing
- Standards
- Scrutiny Leadership Board
- Adult Social Care and Health Scrutiny
- Children and Young People's Scrutiny
- Levelling Up Scrutiny Committee
- Climate Change and the Environment Scrutiny

The Chief Officers Employment Committee would meet as and when required. It is recommended that the Public Protection Sub-Committee determines the appropriate start time based upon membership.

Provisional calendar of meetings – May to July 2024

This may be subject to change, as the calendar will be considered at the Annual Council meeting in 2024

| | | | | | |
|------------|---|--------------------------------|---|--|----|
| May | 27 Bank holiday | 28 | 29 | 30 | 31 |
| June | 3 Licensing Public Protection Sub | 4 Planning | 5 | 6 | 7 |
| | 10 Appeals Executive | 11 | 12 Health and Wellbeing Board | 13 Audit | 14 |
| | 17 Standards | 18 | 19 Climate Change and the Environment Scrutiny | 20 | 21 |
| | 24 | 25 | 26 Council | 27 | 28 |
| July | 1 | 2 | 3 Levelling Up Scrutiny | 4 Children and Young People's Scrutiny | 5 |
| | 8 Executive | 9 Scrutiny Leadership Board | 10 | 11 Adult Social Care and Health Scrutiny | 12 |
| | 15 Appeals | 16 Public Protection Sub | 17 | 18 Audit | 19 |
| | 22 | 23 Planning | 24 | 25 | 26 |
| July / Aug | 29 | 30 | 31 | 1 | 2 |