

Report to:	Council
Relevant Officer:	Mark Towers, Director of Governance and Regulatory Services
Relevant Cabinet Member	Councillor Simon Blackburn, Leader of the Council
Date of Meeting	16 September 2015

EXECUTIVE AND COMBINED FIRE AUTHORITY REPORTS TO COUNCIL

1.0 Purpose of the report:

1.1 To consider the attached reports to Council from the Leader of the Council, the Deputy Leader of the Council (Tourism, Economic Growth and Jobs) and the Cabinet Secretary (Resilient Communities). The Council will also be asked to consider the report from the Fire Authority Representatives.

2.0 Recommendation(s):

2.1 To consider and comment on the attached reports.

3.0 Reasons for recommendation(s):

3.1 To hold the Executive to account on their work since the last Council meeting and also to receive feedback and comment on the work of the Fire Authority.

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:

None, this is the process agreed by Council on 8th July 2015.

4.0 Council Priority:

4.1 The relevant Council Priority is "Deliver quality services through a professional, well-rewarded and motivated workforce."

5.0 Background Information

5.1 At the meeting of the Council on 8 July 2015, it was agreed that as the full Council meeting has responsibility for corporate, policy and strategic matters, that Executive Members are held to account at the Council meeting in these areas. This was to help reduce the number of written responses to questions raised at Council relating to operational and technical issues, which were not always readily known by the Executive Members and it was acknowledged that this information was available through other channels and could be provided within a normal enquiry route to officers or Cabinet Members, without the need for time to be spent on these issues at Council meetings.

5.2 Executive Member Reports

In view of the above, Council agreed that Executive Member reporting at Council meetings, should comprise three Executive reports to Council at a senior level on corporate, policy and strategic matters. These would be presented by the Leader of the Council, the Deputy Leader (Tourism, Economic Growth and Jobs) and the Cabinet Secretary (Resilient Communities) and which would cover the full range of Executive functions and would encourage question and comments of a corporate, policy or strategic nature.

5.3 Council agreed that reports from the Combined Fire Authority representatives remained in line with current practice, but be subject to the time limits agreed as part of the overall process.

5.4 In summary, the process would go as follows:

- a. Presentation of the report by either the Leader of the Council, Deputy Leader of the Council (Tourism, Economic Growth and Jobs), Cabinet Secretary (Resilient Communities) or Fire Authority Representative – up to three minutes per report (warning at two minutes)
- b. Questions and comment from members of the Council – up to 15 minutes per report (warning at 14 minutes).
- c. The person who presented the report at (a) above will have up to ten minutes to answer the questions asked (warning at nine minutes). With regard to the Senior Executive members referred to at one above, their supporting Cabinet Members may also answer on their behalf within this ten minute period.

5.5 For completeness, the revised procedural standing order 10 agreed by Council is detailed below:

10. Executive Member and other Member reports to Council

- 10.1 At each ordinary meeting of the Council, the Leader of the Council, the Deputy Leader of the Council and the Cabinet Secretary (Senior Executive Member) shall present a report to the Council. These reports will cover corporate, policy and strategic issues in their areas of responsibility.
- 10.2 On a twice a year basis, at an ordinary meeting of Council, consideration will be given to a report from the Council appointed representatives from the Combined Fire Authority. On an annual basis, the Chairman of the Council's Audit Committee will also present a report to Council on the work of that Committee.
- 10.3 Each Senior Executive Member, a nominated Fire Authority representative and the Chairman of Audit Committee will have a maximum of three minutes to present their report to the Council. The Mayor (or other person presiding) will then ask for questions and comments on each report. A period of not more than 15 minutes shall be allowed for oral questions or comments from members (including those from other Cabinet Members) on each report, at the expiry of which the persons set out above, shall be given a period of not more than ten minutes to answer. The Senior Executive Members may also request additional information from the Cabinet Members within their areas of responsibility or for Cabinet Members to respond on their behalf within the ten-minute period.
- 10.4 With regard to the Senior Executive Member reports, questions and comments should relate to any corporate, policy or strategic issue within their portfolio. Questions of technical or purely operational nature may be disallowed by the Mayor, or the Senior Executive Member to whom such a question is directed may decline to answer or state that a written answer will be provided.
- 10.5 In deciding whether a question is technical or operational in nature, as opposed to a matter of general policy, the Mayor and members shall have regard to any guidance issued by the Monitoring Officer.
- 10.6 In connection with the Combined Fire Authority representative or the Chairman of the Audit Committee, questions will be permitted on any area of their reports or of their responsibility.

- 10.7 No supplementary questions/ comments shall be permitted after the response has been given.
- 10.8 In the absence of a Senior Executive Member, the Leader of the Council will appoint another Executive Member to deliver the report and respond to questions/ comments.
- 10.9 A response may be given as set out in Procedural Standing Order 11.3.

Does the information submitted include any exempt information?

No

List of Appendices:

Appendix 4(a) – Report of the Leader of the Council

Appendix 4(b) – Report of the Deputy Leader of the Council (Tourism, Economic Growth and Jobs)

Appendix 4(c) – Report of the Cabinet Secretary (Resilient Communities)

Appendix 4(d) – Report of the Combined Fire Authority Representatives

6.0 Legal considerations:

6.1 None, other than the reports have been agreed as part of the constitution.

7.0 Human Resources considerations:

7.1 None

8.0 Equalities considerations:

8.1 None

9.0 Financial considerations:

9.1 None

10.0 Risk management considerations:

10.1 The proposals ensure that Executive Members are held to account at the right level and the Council receives appropriate feedback on the work of the Fire Authority.

11.0 Ethical considerations:

11.1 One of the Council's values is accountability and these proposals help enforce this principle.

12.0 Internal/ External Consultation undertaken:

12.1 None.

13.0 Background papers:

13.1 None