A revised model for the Constitution

Summary of proposal

- Monthly Council Meetings
- No Policy Committees – all policy decisions to be made by full council
- Regulatory committees remain
  - Licensing
  - Development Control
- Standards Committee remains
- Scrutiny arrangements to be determined – but we are required to have at least one permanent Scrutiny vehicle

Annual work programme

At the May meeting each year, the Council will agree a work programme for itself. This will include:

- Identification of areas of activity
- Agreed timescales for the work (start date, finish date, interim reports)
- Agreed mechanism for the work to be carried out – officers, member-officer working group, Member Task Group
- Agree terms of reference for each group
- Identify a chair, lead officer and clerk for each task group

From this information it should be possible to construct an outline agenda for each council meeting which avoids too many significant items coming to council at the same meeting

Scrutiny

Under this arrangement do we need permanent scrutiny panel(s) or could Task Groups perform this task?

Member Remuneration

Chair, VC, Leader, DL, Chairs of regulatory, standards and scrutiny and group leaders would have permanent allowances

Others dependent on roles and would need to be discussed and agreed by the Independent Remuneration Panel – a scheme would need to be designed within existing budgets which gave appropriate recognition to members taking on chairs roles reflecting scale and complexity of tasks.

Workshops

More rigorous programming of workshops linked to agreed annual work programme – i.e one per month, booked through Mick, agreed and publicised well in advance

BUT opportunity to use Council meetings for more rigorous debate of proposals given greater frequency and better managed agenda.

Routine decisions

A category of items which currently go to committees but would not warrant a Task Group: e.g part 2 item on H&H agenda in January

- report straight to council: may lead to cluttered agenda;
- delegate to officers;
- consolidated report to Council from each EM at meeting (could be of the form that 'It is intended to take this decision. If a member objects then they should raise it at council for debate, if none objects, decision is made).

Status of Task Groups

Not public meetings as committees are, but agendas, minutes, reports are published

Any member entitled to attend and speak at any task group – but not vote unless a member. Most Task Groups would be open to the public as committees currently are – unless dealing with items that would currently be 'Part 2'.

Example of process that decisions might go through:

Will give an account of how these items of business might be dealt with.

- Regular item of business – e.g budget
- Extraordinary item of business – e.g. Waste Management Strategy
- Minor item of business – e.g. Cinema

Existing Committee Structure showing <u>Lead EM Officers</u>, the Services within the Committee's remit and the (EM) that is responsible for the Service

Community & Leisure	Health & Housing	Resources	Environment	Transport & Highways	Dev. Control	Licensing	Standards	Scrutiny 1	Scrutiny 2
<u>Diane Burridge</u> + Mike Brean Michael Perry Rod Chamberlain Tracey Turner Sarah McLagan = 6 EMs	<u>Rod Chamberlain</u> + Diane Burridge = 2 EMs	<u>Phil O'Dell</u> + CEX/EM, as necessary	<u>John Mitchell</u> + Diane Burridge Rod Chamberlain = 3 EMs	<u>John Mitchell</u> + Sarah McLagan = 2 EMs	<u>John Mitchell</u>	<u>Michael Perry</u>	<u>Michael Perry</u>	<u>Tracey Turner</u>	<u>Tracey Turner</u>
Leisure Centres (DB) Sports Development (DB) Day Centres (RC) T/CICs (MB) Youth & Arts (DB) Museum (DB) Tourism (MB/JM) Grants (TT) BEG (SMc) Emergency Planning (MP)	Other Housing Grants (RC) Supporting People (RC) Homelessness (RC) Other GF Housing (RC) Public Health (DB) Public Conveniences (DB) Pest Control (DB) Port Health (DB)	Democratic Rep. & Mgt (MP) Corporate Management (AB) Committee Admin. (MP) Public Relations (TT) Legal Services (MP) Personnel Services (CH) Central Services (MB/CH)	Building Surveying (JM) Planning Policy (JM) Conservation/ Enhance.(JM) Planning Grants (JM) Contract Mgt (DB) Depots (DB) Vehicle Mntce (DB) Recycling (DB) Refuse Collection (DB)	Transport Forum (JM) Highways Issues (JM/ECC) Decriminalisation (SMc) Car Parking (SMc) Resident Parking (SMc) Assisted Travel (SMc) Road Safety Agency (MP)					

Community & Leisure	Health & Housing	Resources	Environment	Transport & Highways	Dev. Control	Licensing	Standards	Scrutiny 1	Scrutiny 2
Community Safety (TT) Drugs (TT) Community Wardens (TT)	Animal Warden (DB) Renovation Grants (DB)	Office Services (CH) Internal Audit (MP) Anti Fraud (MP) IT (MB) Financial Services (PO'D) Revenues Admin (MB) Council Tax Collection & Benefits (MB) Elections (MP) Electoral Registration (MP) Land Charges (MP)	Street Cleansing (DB) Septic Tank Emptying(DB) Land Drainage (JM) Local Amenities (DB) Cemetery (DB) Industrial Estates (RC)						

Issues with existing structure –

- Community & Leisure department no longer reflected in the revised structure and some Committees have no service synergy e.g. Planning & Refuse
- Some Executive Unit Services are scattered over several committees e.g. Environment & Culture, which means that budgets and Service Plans are confused
- The point above increases the workload for some Managers
- The service title "Environmental Health" relates to functions that are reported to the Health Committee rather than the Environment Committee functions. This is confusing. One way to address this would be to change the name "Environment"
- Scrutiny function not particularly focused or programmed

Modification of the existing Committee structure showing Services that have moved (*in italic*) and/or where responsibility between EMs has changed

Health & Culture	Housing & Property	Resources	Environment & Community	Planning & Transport	Dev. Control	Licensing	Standards	Scrutiny	Overview
Diane Burridge = 1 EM	Rod Chamberlain = 1 EM	Phil O'Dell + EMs	Diane Burridge + Tracy Turner = 2 EM	John Mitchell + Mike Brean = 2 EMs	John Mitchell	Michael Perry	Michael Perry	Tracey Turner	Tracey Turner
Public Health (DB) Pest Control (DB) Port Health (DB) Animal Warden (DB) Leisure Centres (DB) Sports Development (DB) Youth & Arts (DB) Museum (DB) BEG (SMc)	Other Housing Grants (RC) Supporting People (RC) Homelessness (RC) Other GF Housing (RC) Renovation Grants (DB) *Public Conveniences (RC)* *Industrial Estates (RC)* *Day Centres (RC)*	Corporate Management (AB) Financial Services (PO'D) Personnel Services (CH) Office Services (CH) Central Services (CH/MB) Democratic Rep. & Mgt (MP) Committee Admin. (MP) Legal Services (MP) Internal Audit (MP)	Contract Mgt (DB) Depots (DB) Vehicle Mntce (DB) Recycling (DB) Refuse Collection (DB) Street Cleansing (DB) Septic Tank Emptying (DB) Local Amenities (DB) Cemetery (DB) *Economic Development (JM)* *Tourism (JM)* *T/CICs (MB)*	*Building Surveying (JM)* *Planning Policy (JM)* *Conservation/ Enhance.(JM)* *Planning Grants (JM)* *Land Drainage (JM)* Transport Forum (JM) Highways Issues (JM/ECC) Decriminalisation (MB) Car Parking (MB) Resident Parking (MB) Assisted Travel (MB)					

Health & Culture	Housing & Property	Resources	Environment & Community	Planning & Transport	Dev. Control	Licensing	Standards	Scrutiny	Overview
		Elections (MP) Electoral Registration (MP) Land Charges (MP) Anti Fraud (MP) IT (MB) Revenues Admin (MB) Council Tax Collection & Benefits (MB) *Emergency Planning (MP)*	*Community Safety (TT) Drugs (TT) Community Wardens (TT) Grants (TT) Public Relations (TT)*	Road Safety Agency (ECC)					

Advantages of proposed modified structure –

- There is more synergy between the services in each Committee e.g. public health/promotion & leisure centres, Planning & "land use" services
- Executive Unit Services are not as scattered over several committees
- The point above decreases the workload for some Managers
- Change the title of the EMU "Environment & Cultural Services" to "Environment, Health & Cultural Services"
- By having one Scrutiny Committee and an Overview Committee each can focus/programme the issues/policies they wish to scrutinise and debate more effectively