

**CANNOCK CHASE COUNCIL**  
**ANNUAL COUNCIL**  
**20 MAY 2009**  
**REPORT OF THE CHIEF EXECUTIVE**  
**REVISED COMMITTEE STRUCTURE**  
**KEY DECISION – NO**

**1. Purpose of Report**

1.1 This report seeks Council to approve:

- (i) the establishment of Council Committees for the municipal year
- (ii) the size of those Committees
- (iii) the allocation of seats to political groups in accordance with current legislation
- (iv) the receipt of nominations of Councillors to serve on each Committee
- (v) the terms of reference in respect of specific Committees
- (vi) authority for the Chief Executive to make certain amendments to the Scheme of Delegation

**2. Recommendation(s)**

**1. Recommendations**

Council is recommended to:-

- (a) Approve the establishment of Council Committees for the Municipal Year as set out in Annex 1;
- (b) Approve the size and political balance calculation of Council Committees as set out in Annex 2;
- (c) Approve the amendments made to Section 5, Section 6, Section 9 Section 24 and Section 43 of the Council Constitution as set out in Annex 3;
- (d) Approve the deletion of Section 7 and 35 from the Council's Constitution;
- (e) Authorise the Chief Executive to amend the allocation of duties, functions and responsibilities to Directors set out in the Scheme of Delegation as he considers appropriate so as to give effect to the Senior Management Restructure approved by Council on 4 March 2009.

**3. Conclusions and Reason(s) for the Recommendation(s)**

- 3.1 A review has been undertaken of the effectiveness of Policy Development Committees, Scrutiny Committee and the Chairman of the Council's Civic Committee.
- 3.2 The Council's Policy Development Committees ('PDCs') have been relatively successful, however following the approval of the Council's Corporate Plan and Priority Delivery Plans, a review of both Scrutiny Committee and PDCs has been considered appropriate.
- 3.3 Whilst the Council's Scrutiny Committee and PDCs have become more proactive, it is recognised that a more focused approach in considering matters affecting the Council, through the introduction of specific performance management functions together with a structured policy development role, would assist the Council achieve its aims and objectives.
- 3.4 Accordingly, an alternative committee structure has been proposed which seeks to promote greater transparency and proficiency and a more useful mechanism of scrutiny, performance management and policy development.

**4. Key Issues**

Committee Structure

- 4.1 In May 2008 Policy Development Committees ('PDCs') were introduced in the place of Select Committees. This move established that all Scrutiny functions vest within the Scrutiny Committee and the Performance and Partnerships Scrutiny Sub-Committee and no other committee. The functions and remit of the PDCs, as detailed in the Council Constitution, are to "assist the Council and Cabinet in the development of its budget and policy framework by in-depth analysis of policy issues."
- 4.2 The PDCs are aligned to the CHASE priorities and the Local Area Agreement blocks, with an additional committee for Housing policy development.
- 4.3 The current committee structure is resource intensive and the proposed committee structure seeks to achieve the following objectives:
- a. Establish a more robust and effective scrutiny process;
  - b. Address issues concerning member and officer capacity; and
  - c. Address issues raised in the Peer Review concerning community engagement and the need to further promote member profiles.
- 4.4 Whilst the proposed committee structure reduces the number of meetings, a framework has been introduced to help the Scrutiny Committee and PDCs develop and adhere to a more focused work programme.
- 4.5 The reduced number of meetings will also enable members' greater time to consider matters in a more timely manner, investigate issues surrounding community engagement and undertake more constituency work.
- 4.6 Under the proposed committee structure, the following committee would be deleted from the Constitution:

- a. Performance & Partnership Scrutiny Sub-Committee; and
  - c. Chairman of the Council's Civic Committee.
- 4.7 The terms of reference and/or procedure rules of the following committees having been amended under the proposed committee restructure:
- a. Scrutiny Committee; and
  - b. Policy Development Committees.

#### Size of Committees

- 4.8 The Local Government and Housing Act 1989 (and further regulations) require the Council to allocate seats to the political parties in accordance with the political balance rules.
- 4.9 The size of Committee's should be fixed at the start of the municipal year and should remain fixed for the remainder of the year.
- 4.10 In the event of any changes to party membership or a vacancy during the course of the year, the size of Committee's should not change. The only change would be the allocation of seats to political parties in accordance with the political balance rules. This was agreed by Council last year.
- 4.11 Annex 2 set out the proposed size of Council committees and their respective political membership to ensure compliance with the aforementioned legislation.

#### Scheme of Delegation

- 4.11 Following the approval of the Senior Management Restructure by Council on 4 March 2009, it is appropriate that the Scheme of Delegation is amended to give effect to it. For example, references to the 'Director of Governance' should be removed and the functions, duties and responsibilities delegated to the previous Director of Governance be re-allocated.
- 4.12 A revised Scheme of Delegation will be submitted to Council for consideration and approval within the next 3 months.

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<b>Report Author Details: (name, title and extension number)</b>	

**Section 1**

**Background**

**1. Background information**

1.1 Please see paragraph 4 of the summary pages of the report.

**Section 2**

**2. Details of Matters to be Considered**

2.1 Council approval is sought in relation to:

- (i) the establishment of Council Committees for the municipal year
- (ii) the size of those Committees
- (vii) the allocation of seats to political groups in accordance with current legislation
- (viii) the receipt of nominations of Councillors to serve on each Committee
- (ix) the terms of reference in respect of specific Committees
- (x) authority for the Chief Executive to make certain amendments to the Scheme of Delegation

**Section 3**

**3. Contribution to CHASE**

3.1 The proposed committee structure provides a more effective framework to assist achieve the CHASE objectives.

**Section 4**

**4. Financial Implications**

4.1 There are no financial implications arising from this report.

**Section 5**

**5. Human Resource Implications**

5.1 There are no identified human resource implications arising from this report.

**Section 6**

**6. Legal Implications**

6.1 The legal implications are set out throughout this report.

**Section 7**

**7. Section 17 (Crime Prevention)**

- 7.1 The proposed committee structure provides a more effective framework to assist the Council discharge its obligations under section 17.

**Section 8**

**8. Human Rights Act Implications**

- 8.1 There are no identified Human Rights Act implications arising from this report.

**Section 9**

**9. Data Protection Act Implications**

- 9.1 There are no identified Data Protection Act implications arising from this report.

**Section 10**

**10. Risk Management Implications**

10. The proposed committee structure provides a more effective framework to assist the Council mitigate and address its risk management obligations.

**Section 11**

**11. Equality and Diversity Implications**

- 11.1 There are no identified equality and diversity implications arising from this report.

**Section 12**

**12. Other Options Considered**

- 12.1 None

**Section 13**

**List of Background Papers**

None

**Annexes**

Annex 1	Proposed committee structure for the Municipal Year 2009/10
Annex 2	Proposed committee sizes and political balance calculations
Annex 3	Proposed amendments made to Section 5, Section 6, Section 24 and Section 43 of the Council's Constitution

