



Council (Annual Meeting)

Wednesday 17 May 2017 at 11.30 am

**Council Chamber, Town Hall,
Pinstone Street, Sheffield, S1 2HH**

The Press and Public are Welcome to Attend

ANNUAL COUNCIL

Wednesday 17 May 2017, at 11.30 am
Council Chamber, Town Hall, Pinstone Street, Sheffield, S1 2HH

The Press and Public are Welcome to Attend

MEMBERS OF THE COUNCIL

THE LORD MAYOR (Councillor Denise Fox)
THE DEPUTY LORD MAYOR (Councillor Anne Murphy)

1	<i>Beauchief & Greenhill Ward</i> Andy Nash Bob Pullin Richard Shaw	10	<i>East Ecclesfield Ward</i> Pauline Andrews Andy Bainbridge Steve Wilson	19	<i>Nether Edge and Sharrow Ward</i> Nasima Akther Mohammad Maroof Alison Teal
2	<i>Beighton Ward</i> Helen Mirfin-Boukouris Chris Rosling-Josephs Ian Saunders	11	<i>Ecclesall Ward</i> Roger Davison Shaffaq Mohammed Paul Scriven	20	<i>Park and Arbourthorne Ward</i> Julie Dore Ben Miskell Jack Scott
3	<i>Birley Ward</i> Denise Fox Bryan Lodge Karen McGowan	12	<i>Firth Park Ward</i> Abdul Khayum Alan Law Abtisam Mohamed	21	<i>Richmond Ward</i> Mike Drabble Dianne Hurst Peter Rippon
4	<i>Broomhill and Sharrow Vale Ward</i> Michelle Cook Kieran Harpham Magid Magid	13	<i>Fulwood Ward</i> Sue Alston Andrew Sangar Cliff Woodcraft	22	<i>Shiregreen & Brightside Ward</i> Dawn Dale Peter Price Garry Weatherall
5	<i>Burngreave Ward</i> Jackie Drayton Talib Hussain Mark Jones	14	<i>Gleadless Valley Ward</i> Lewis Dagnall Cate McDonald Chris Peace	23	<i>Southey Ward</i> Mike Chaplin Tony Damms Jayne Dunn
6	<i>City Ward</i> Douglas Johnson Robert Murphy Moya O'Rourke	15	<i>Graves Park Ward</i> Ian Auckland Sue Auckland Steve Ayris	24	<i>Stannington Ward</i> David Baker Penny Baker Vickie Priestley
7	<i>Crookes and Crosspool Ward</i> Craig Gamble Pugh Adam Hanrahan Anne Murphy	16	<i>Hillsborough Ward</i> Bob Johnson George Lindars-Hammond Josie Paszek	25	<i>Stocksbridge & Upper Don Ward</i> Jack Clarkson Richard Crowther Keith Davis
8	<i>Darnall Ward</i> Mazher Iqbal Mary Lea Zahira Naz	17	<i>Manor Castle Ward</i> Lisa Banes Terry Fox Pat Midgley	26	<i>Walkley Ward</i> Olivia Blake Ben Curran Neale Gibson
9	<i>Dore & Totley Ward</i> Joe Otten Colin Ross Martin Smith	18	<i>Mosborough Ward</i> David Barker Tony Downing Gail Smith	27	<i>West Ecclesfield Ward</i> John Booker Adam Hurst Zoe Sykes
				28	<i>Woodhouse Ward</i> Mick Rooney Jackie Satur Paul Wood

John Mothersole

Chief Executive

Contact:

Paul Robinson, Democratic Services

Tel: 0114 2734029

paul.robinson@sheffield.gov.uk

PUBLIC ACCESS TO THE MEETING

The Council is composed of 84 Councillors with one-third elected three years in four. Councillors are democratically accountable to the residents of their Ward. The overriding duty of Councillors is to the whole community, but they have a special duty to their constituents, including those who did not vote for them

All Councillors meet together as the Council. Here Councillors decide the Council's overall policies and set the budget each year. The Council appoints the Leader and at its Annual Meeting will appoint Councillors to serve on its Committees. It also appoints representatives to serve on joint bodies and external organisations.

A copy of the agenda and reports is available on the Council's website at www.sheffield.gov.uk. You can also see the reports to be discussed at the meeting if you call at the First Point Reception, Town Hall, Pinstone Street entrance. The Reception is open between 9.00 am and 5.00 pm, Monday to Thursday and between 9.00 am and 4.45 pm. on Friday. You may not be allowed to see some reports because they contain confidential information. These items are usually marked * on the agenda.

Recording is allowed at Council meetings under the direction of the Chair of the meeting. Please see the website or contact Democratic Services for details of the Council's protocol on audio/visual recording and photography at council meetings.

Council meetings are normally open to the public but sometimes the Council may have to discuss an item in private. If this happens, you will be asked to leave. Any private items are normally left until last. If you would like to attend the meeting please report to the First Point Reception desk where you will be directed to the meeting room.

FACILITIES

There are public toilets available, with wheelchair access, on the ground floor of the Town Hall. Induction loop facilities are available in meeting rooms.

Access for people with mobility difficulties can be obtained through the ramp on the side to the main Town Hall entrance.

**COUNCIL AGENDA
17 MAY 2017**

Order of Business

- 1. APOLOGIES FOR ABSENCE**
- 2. TO ELECT A LORD MAYOR FOR THE ENSUING MUNICIPAL YEAR**
- 3. TO MOVE A VOTE OF THANKS TO THE RETIRING LORD MAYOR AND CONSORT**
- 4. TO ELECT A DEPUTY LORD MAYOR FOR THE ENSUING MUNICIPAL YEAR**

(NB The meeting will adjourn following the appointment of the Deputy Lord Mayor and reconvene at 2.00 p.m.)

- 5. TO APPOINT A LEADER OF THE COUNCIL FOR THE ENSUING MUNICIPAL YEAR**
- 6. TO RECEIVE NOTIFICATION OF CABINET AND CABINET ADVISER APPOINTMENTS, THE LEADER'S SCHEME OF DELEGATION FOR THE DISCHARGE OF EXECUTIVE FUNCTIONS, AND SHADOW CABINET APPOINTMENTS FOR THE ENSUING MUNICIPAL YEAR**

Background report of the Chief Executive outlining the constitutional requirements regarding the discharge of Executive functions.

- 7. ESTABLISHMENT OF COUNCIL COMMITTEES FOR 2017-18 AND APPOINTMENT OF MEMBERS TO SERVE ON THOSE COMMITTEES**

Report of the Chief Executive.

- 8. APPOINTMENTS TO COUNCIL PANELS, GROUPS ETC AND TO EXTERNAL BODIES FOR 2017-18**

To agree appointments in accordance with details to be circulated at the meeting.

- 9. ARRANGEMENTS FOR COUNCIL MEETINGS IN 2017-18**

To (a) consider a report of the Chief Executive on proposals to review how the Council meetings operate and (b) agree a programme of meetings of the Council in the Municipal Year 2017/18 and the formula for the order in which Notices of Motion will be listed on the Council Summons.

A handwritten signature in black ink, reading "John Netherland", with a long horizontal flourish underneath.

Chief Executive

Dated this 9 day of May 2017

**The next ordinary meeting of the Council will be held on 5 July 2017 at the
Town Hall**

This page is intentionally left blank



SHEFFIELD CITY COUNCIL Report to Council

Report of: Chief Executive

Date: 17th May 2017

Subject: Notification of Cabinet, Shadow Cabinet and Cabinet Adviser Appointments, and the Leader's Scheme of Delegation for the Discharge of Executive Functions

Author of Report: Paul Robinson, Democratic Services
0114 2734029

Summary:

This report outlines the constitutional requirements for the appointment of a Leader of the Council and notification of arrangements for the discharge of Executive functions.

Recommendations:

That the Council:-

- (1) Receives, notes and approves where relevant, the Leader's notification of:-
 - (i) appointment of a Deputy Leader and Cabinet Members, including their portfolio areas of responsibility;
 - (ii) appointment of advisors to the Cabinet;
 - (iii) appointment of Cabinet Members to serve on the Cabinet Highways Committee, including substitutes; and
 - (iv) the scheme of delegation for the discharge of Executive functions(all to be circulated in a schedule presented at the meeting).
 - (2) Notes the main opposition group's notification of the Leader of the Opposition and approves the appointment of Shadow Cabinet Members (to be circulated in a schedule presented at the meeting).
-

Background Papers: Constitution of Sheffield City Council

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial implications
YES – Cleared by Pauline Wood
Legal implications
YES – Cleared by Gillian Duckworth
Equality of Opportunity implications
NO
Tackling Health Inequalities implications
NO
Human Rights implications
NO
Environmental and Sustainability implications
NO
Economic impact
NO
Community Safety implications
NO
Human Resources implications
NO
Property implications
NO
Area(s) affected
None
Relevant Scrutiny Committee if decision called in
N/A
Is the item a matter which is reserved for approval by the City Council?
Yes
Press release
NO

Notification of Cabinet, Shadow Cabinet and Cabinet Adviser Appointments, and the Leader's Scheme of Delegation for the Discharge of Executive Functions

1. INTRODUCTION

- 1.1 This report outlines the constitutional requirements for the appointment of a Leader of the Council and notification of arrangements for the discharge of Executive functions.

2. THE ESTABLISHMENT OF THE EXECUTIVE

- 2.1 Under the Constitution, the Council at its Annual Meeting is required to appoint a Leader to hold office until the next Annual Meeting (and it will do this under a separate item of business on the agenda for the Annual Meeting). The Executive (Cabinet) shall consist of up to 10 Members, including the Leader. The Constitution provides for the Leader to present to the Council's Annual Meeting the names and Wards of the Members he or she has appointed to be members of the Executive, including the Deputy Leader, and in addition, a scheme of delegation for the discharge of Executive functions. The functions of the Executive, including portfolio holder areas of responsibility, are set out in the current Leader's Scheme of Delegation, but are subject to change at the discretion of the Leader.

- 2.2 The Leader may also establish sub-groups consisting of Executive members which can also take decisions. There is currently one established sub-group, the Cabinet Highways Committee, comprising 4 of the Cabinet members, with the remaining Cabinet Members acting as substitutes. The functions delegated to the Committee are described in Schedule 4 of the Leader's Scheme of Delegation and are to:-

"Exercise all the Council's executive functions arising from the Council's roles as the Highways Authority and Road Traffic Authority, including transport and parking matters, where these relate to:-

1. the Capital Programme;
2. policy statements;
3. matters that have drawn objections from members of the public; and
4. schemes with a value in excess of £250,000."

The Leader may establish further sub-groups and delegate functions to them, reporting this to Council at the earliest opportunity.

- 2.3 The Council does not propose to amend the current and published arrangements in respect of Executive functions adopted by the Council on 7th April 2010, with regard to the Strong Leader and Cabinet governance arrangements.

- 2.4 Details of the Leader's notification of appointments of a Deputy Leader; the Cabinet Members (including their portfolio areas of responsibility); advisers to the Cabinet; Cabinet Members to serve on the Cabinet Highways Committee (including substitutes); and the scheme of delegation for the discharge of Executive functions, will be circulated in a schedule presented at the Council's Annual Meeting.
- 2.5 Details of the main opposition group's notification of the Leader of the Opposition and the appointment of Shadow Cabinet Members, will also be circulated in a schedule presented at the meeting.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no direct financial implications arising from this report. However, all the posts of Cabinet Member and Cabinet Adviser attract Special Responsibility Allowances (SRAs) under the Council's Members' Allowances Scheme, as do some of the posts of Shadow Cabinet Member (the number of posts attracting an allowance depends on the size of the main opposition group). Therefore, the appointments to be made by the Leader of the Council and the Leader of the main opposition group at the Council's annual meeting will have financial implications.
- 3.2 In the Municipal Year 2016/17, in addition to the Deputy Leader, there were a further 8 Cabinet Members, plus 10 Cabinet Advisers, in receipt of an SRA. The Leader also receives an SRA, as does the Leader of the main opposition group (while ever the Group has more than 20% membership of the Council). One post of Opposition Group Office Holder (a Shadow Cabinet Member) also received an SRA.
- 3.3 The Members' Allowances Scheme for 2017/18 approved by the Council at its special meeting held on 3rd March 2017, made no changes to the roles for which Special Responsibility Allowances are paid, but did apply an annual increase of 1% to those Allowances. Provision to accommodate this uplift on those Allowances was made in the Council's Revenue Budget for 2017/18. However, any changes to the numbers of appointments made to the various roles will have financial implications.
- 3.4 As regards payment of Special Responsibility Allowances to Opposition Group Office Holders, the number of Allowances paid depends on the size of the opposition group(s). There were no Municipal Elections in 2017, but there was a By-Election in the Southey Ward on 4th May, 2017, and Councillor Mike Chaplin was elected. Councillor Chaplin has joined the Labour Group on the Council, resulting in a political composition for the Council of 56 : 20 : 4 : 4 (Labour : Lib Dem : Green : UKIP, respectively). This means that the number of Opposition Group Office Holder posts that will attract an allowance in 2017/18 remains at one, on the basis that the main opposition group has 23.81% (i.e. more than 20% but less than 30%) of the membership of the Council. This membership size also entitles the Leader of the main opposition group to retain his/her SRA.

- 3.5 The financial implications of the appointments of Members to positions of Special Responsibility in the Municipal Year 2017/18, will be outlined at the Council's Annual Meeting.

4. LEGAL IMPLICATIONS

- 4.1 The legal implications are set out in the body of this report.

5. RECOMMENDATIONS

- 5.1 That the Council receives, notes and approves where relevant, the Leader's notification of:-
- 5.1.1 appointment of a Deputy Leader and Cabinet Members, including their portfolio areas of responsibility;
 - 5.1.2 appointment of advisers to the Cabinet;
 - 5.1.3 appointment of Cabinet Members to serve on the Cabinet Highways Committee, including substitutes; and
 - 5.1.4 the scheme of delegation for the discharge of Executive functions;
- (all the above to be circulated in a schedule presented at the meeting).
- 5.2 That the Council notes the main opposition group's notification of the Leader of the Opposition and approves the appointment of Shadow Cabinet Members (to be circulated in a schedule presented at the meeting).

John Mothersole
Chief Executive

This page is intentionally left blank



SHEFFIELD CITY COUNCIL Report to Council

Report of: Chief Executive

Date: 17th May 2017

Subject: Establishment of Council Committees in 2017/18 and Appointment of Members to Serve on those Committees

Author of Report: Paul Robinson, Democratic Services
0114 2734029

Summary:

This report outlines the requirements set out in the Local Government and Housing Act 1989 to allocate seats on Council Committees to political groups on a politically proportionate basis. The report asks Council to establish, and agree the terms of reference of, its Committees, and to appoint named Members to them to reflect the wishes of each of the political groups. Alternative arrangements in not applying strict political proportionality can be put in place provided Council gives unanimous support without any Member dissenting from that approach.

Recommendations:

That the Council:-

- (1) Notes the political proportionality framework and the illustrative example of how this might be applied, as set out in the report.
- (2) Considers how it wishes to allocate seats on committees in light of this illustrative approach.
- (3) Determines whether to continue to disapply proportionality to the Senior Officer Employment Sub-Committees and the Appeals and Collective Disputes Sub-Committees (for the reasons set out in paragraph 3.2.3 of the report).
- (4) Agrees:
 - (i) the sizes of individual committees to be subject to proportional balance and the initial allocation of seats to political groups on individual committees before final adjustment;

- (ii) the final adjustments of seats to ensure that each group has the required number of seats overall in comparison to the total number of seats available on all committees to reflect their composition on the Council as a whole; and
 - (iii) the appointment of Members to committees to reflect the wishes of the political groups in accordance with the schedule to be circulated at the meeting and including substitutes where appropriate; and
- (5) Agrees that, subject to the incorporation of the terms of reference for the single Audit and Standards Committee, the terms of reference of the Committees in 2017/18 be as currently set out in the Constitution.

Background Papers: Constitution of Sheffield City Council

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial implications
YES – Cleared by Pauline Wood
Legal implications
YES – Cleared by Gillian Duckworth
Equality of Opportunity implications
NO
Tackling Health Inequalities implications
NO
Human Rights implications
NO
Environmental and Sustainability implications
NO
Economic impact
NO
Community Safety implications
NO
Human Resources implications
NO
Property implications
NO
Area(s) affected
None
Relevant Scrutiny Committee if decision called in
N/A
Is the item a matter which is reserved for approval by the City Council?
Yes
Press release
NO

Establishment of Council Committees in 2017-18 and Appointment of Members to Serve on those Committees

1. INTRODUCTION

- 1.1 This report outlines the requirements set out in the Local Government and Housing Act 1989 to allocate seats on Council Committees to political groups on a politically proportionate basis. It provides details of the updated political composition of the Council, following the result of the Southey Ward By-election held on 4th May 2017, and sets out the political proportionality framework and proportional seat allocations for 2017/18. It also asks Council to agree that the existing terms of reference of all Committees/Sub-Committees and other bodies, as specified in the Council's Constitution, remain unchanged for 2017/18, but that the size of the Overview and Scrutiny Management Committee be increased for the reason outlined in paragraph 2.6 of this report.
- 1.2 Alternative arrangements in not applying strict political proportionality can be put in place provided Council gives unanimous support without any Member dissenting from that approach.

2. POLITICAL BALANCE

- 2.1 The political balance requirements of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 apply, with some limited exceptions, to any committees and sub-committees established under the Constitution. They also apply to the Scrutiny and Policy Development Committees, which are treated as committees for the purposes of the Local Government Act 2000. The allocation of seats on committees must be in the same proportion as the number of members of the group bears to the membership of the Authority as a whole. The political balance rules do not apply to the Executive (Cabinet) or the Shadow Cabinet, nor the Licensing Committee (although past and existing practice has ensured that it is politically balanced). In addition, any formal Area Committees established under the Local Government Act 2000 are similarly exempted.
- 2.2 The Council has a duty when allocating or reviewing the allocation of seats on committees to give effect, so far as is reasonably practicable, to the following four principles:-
- (i) all the seats are not allocated to the same political group;
 - (ii) the majority of the seats go to the political group in the majority on the full Council;
 - (iii) subject to the above two principles, the total number of seats on the ordinary committees of the Authority are allocated to each political

group in the same proportion as the group's representation on the full Council; and

- (iv) subject to the above three principles, the number of seats on each committee are allocated to each political group in the same proportion as the group's representation on the Council.

2.3 Although there were no Municipal Elections in 2017, there was a By-Election in the Southey Ward on 4th May, 2017. Councillor Mike Chaplin was elected as the new Member for that Ward and he has joined the Labour Group on the Council. This means that the Council continues to have 4 political groups, and its current political composition is 56 : 20 : 4 : 4 (Labour : Lib Dem : Green : UKIP, respectively). The total number of Members on the Council is 84.

2.4 This means that the percentage allocation is as follows:-

Labour:	$56 \div 84 \times 100 = 66.67\%$
Liberal Democrat:	$20 \div 84 \times 100 = 23.81\%$
Greens:	$4 \div 84 \times 100 = 4.76\%$
UKIP:	$4 \div 84 \times 100 = 4.76\%$

2.5 The number of main committee seats are allocated in the same proportion as the group's representation on the Council. For example, on a committee with 15 seats available for allocation this would be calculated as follows:-

Divide the number of seats available on the committee between the groups in the same proportion as the number of seats a group has on the Council:-

Labour	$56 \div 84 \times 15 = 10.00$
Liberal Democrat	$20 \div 84 \times 15 = 3.58$
Greens	$4 \div 84 \times 15 = 0.71$
UKIP	$4 \div 84 \times 15 = 0.71$

This shows that 13 whole seats are allocated - 10 to the Labour Group and 3 to the Liberal Democrat Group. 2 seats remains for allocation and are awarded on the highest part percentage claim, i.e. to the Green Group (0.71) and the UKIP Group (0.71), giving an overall allocation of 10 : 3 : 1 : 1 seats (Labour : Liberal Democrat : Green : UKIP), being the total of 15 available for allocation.

2.6 This approach is replicated for each individual committee and Appendix 1 shows an illustrative example of the overall allocation across all politically proportionate committees based on the committee sizes in 2016/17, but with:-

- the Overview and Scrutiny Management Committee being increased to 14 seats for the reason that the latest percentage allocation on a committee size of 12 seats (its original size) and 11 seats (its adjusted size in 2016/17) both give improper seat allocations in 2017/18. Appendix 2 (Calculation of Proportional Seat Allocation of Committees) shows that a committee size of 12 seats gives an

improper seat allocation of 13 (8:3:1:1) after applying the proportional allocation of 8.00 : 2.86 : 0.57 : 0.57 , where both the Green Group and the UKIP Group are equally entitled to the final place remaining for allocation. An improper seat allocation also features on a committee size of 11 seats (7.34 : 2.62 : 0.52 : 0.52) – indeed, an improper seat allocation features on all committee sizes from 8 seats to 13 seats, hence the recommendation to increase the size of the Overview and Scrutiny Management Committee to 14 seats; and

- the 4 Scrutiny and Policy Development Committees and the Planning and Highways Committee remaining at 15 seats rather than reverting back to their original committee sizes of 13 seats. The sizes of these Committees had been adjusted in 2015/16 and 2016/17 for the reason that the percentage allocations in those two years on a committee size of 13 seats gave an improper seat allocation of 14 seats (i.e. 9:3:1:1). As mentioned in the previous bullet point, the latest percentage allocation on a committee size of 13 seats continues to give an improper seat allocation of 14 seats (8.67 : 3.09 : 0.62 : 0.62), hence the recommendation to retain the adjusted size of 15 seats.

2.7 This illustration also shows that the total number of seats across all politically proportionate Committees is 148 (compared with the final position of 145 in 2016/17, an increase of 3 seats). The sizes of any of the Committees is however at the discretion of the Council to vary should it so choose, providing there are sufficient seats across the Council’s scrutiny, planning and licensing committees to enable each non-executive member of the Council to be appointed to one of those committees in accordance with Council Procedure Rule 25.4 which specifies that every Member of the Council, except those appointed to the Cabinet, shall be appointed a member of at least one Scrutiny and Policy Development Committee or one Regulatory Committee. The basis of the mathematical calculation on differing sized Committees is shown at Appendix 2.

2.8 Applying each group’s percentage allocation (set out in paragraph 2.4) to the total number of seats on Committees (148), gives the following results:-

Labour	148 x 66.67%	= 98.67
Liberal Democrat	148 x 23.81%	= 35.24
Greens	148 x 4.76%	= 7.04
UKIP	148 x 4.76%	= 7.04

This shows that 147 whole seats are allocated - 98 to the Labour Group, 35 to the Liberal Democrat Group, 7 to the Green Group and 7 to the UKIP Group. 1 seat remains for allocation and is awarded on the highest part fraction claim – in this instance, to the Labour Group (0.67).

2.9 The closest practical distribution to political groups (after rounding) is therefore 99 : 35 : 7 : 7 (Labour : Liberal Democrat : Green : UKIP).

2.10 There is no requirement for the Cabinet or any Cabinet Committee, Shadow Cabinet or Area Committees to be politically balanced. Neither do the

political balance rules apply to the Licensing Committee, but the Council chooses to apply the rules to this Committee. Taking into account the allocation detailed in the table in Appendix 1, a number of adjustments (4 seats) are required to ensure political balance on the overall number of seats across all Committees available to each political group. This illustrates that the Liberal Democrat Group has an under allocation of 4 seats; the Green Group has an over allocation of 2 seats, and the UKIP Group has an over allocation of 2 seats, and final adjustment is required. The practical arrangements for making the required adjustments are outlined at the end of Appendix 1. A schedule of nominations from each of the political groups to occupy the requisite number of allocated seats, will be tabled at the meeting.

3. THE ESTABLISHMENT OF COMMITTEES/SUB-COMMITTEES UNDER THE CONSTITUTION

3.1 Scrutiny Committees

3.1.1 The Council's Constitution provides for the appointment of Scrutiny Committees and they are subject to the rules on political proportionality. In 2016/17, there were 4 Scrutiny and Policy Development Committees (each containing 15 Members – increased from their original size of 13 Members for the reasons referred to in paragraph 2.6), plus the Overview and Scrutiny Management Committee containing 11 Members (reduced from its original size of 12 Members for the reasons referred to in paragraph 2.6) and with its membership including the Chairs of the 4 Committees, as specified in the Scrutiny Procedure Rules within the Constitution. The membership of the Children, Young People and Family Support Scrutiny and Policy Development Committee also includes provision for at least 2 (but no more than 5) voting co-opted parent governor representatives and 2 voting co-opted members nominated by each of the local Church of England and Roman Catholic Diocesan Boards. An overview and scrutiny committee of a local authority, or a sub-committee of such a committee, may not include any member of the authority's executive.

3.1.2 The terms of reference and remits of the Overview and Scrutiny Management Committee and the 4 Scrutiny and Policy Development Committees are set out in Part 3 of the Constitution. The Healthier Communities and Adult Social Care Scrutiny and Policy Development Committee has the responsibility for the review and scrutiny of local health services, including the power of referral to the Secretary of State for Health, under the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013. It is proposed that existing arrangements be continued, but with:-

- the Overview and Scrutiny Management Committee being established with 14 seats (an increase of 3 seats from its revised size in 2016/17) for the reason set out in paragraph 2.6 above, whilst also providing sufficient seats to accommodate the appointment to the Committee of the Chairs of the other 4 Scrutiny and Policy Development Committees, and at least one seat to each political

- group on the Council; and
- the four Scrutiny and Policy Development Committees remaining at 15 seats, rather than reverting back to their original committee sizes of 13 seats, for the reason set out in paragraph 2.6 above, whilst ensuring that sufficient seats (together with those seats to be made available on the planning and licensing committees) are made available to enable each member of the Liberal Democrat Group (20) to be appointed to one of those committees in accordance with Council Procedure Rule 25.4 (see paragraph 2.7 above and also note 1 on page 14 regarding the adjustments required to be made under the illustrative example).

3.2 Regulatory and Other Council Committees

3.2.1 The Constitution allows for Council side functions to be delegated to Committees, with terms of reference set out in Part 3 of the Constitution. In 2016/17, these Committees (and their membership sizes) were as follows:

Planning and Highways Committee	(15)
Licensing Committee	(15)
Audit & Standards Committee*	(7)
<i>(comprising 7 non-Executive Members of the Council, plus a maximum of 3 non-voting co-opted members)</i>	
Admissions Committee	(7)
Senior Officer Employment Committee	(15)
Appeals and Collective Disputes Committee	(15)

* The Audit & Standards Committee was established with effect from 1st September 2016, following approval by the Council, at its meeting on 6th July 2016, to merge the former Audit Committee and the former Standards Committee to form a single Committee. The terms of reference for the new Committee will be incorporated in the Council's Constitution when the Constitution is next updated.

It is proposed to retain all these Committees (and their sizes) in 2017/18 (including the Planning and Highways Committee remaining at 15 seats, rather than reverting back to its original committee size of 13 seats, for the reason set out in paragraph 2.6 above).

3.2.2 The Licensing Committee, set up under the Licensing Act 2003, can have a minimum of 10 and no more than 15 members under the legislation. Whilst technically this Committee is not required to be politically balanced, past practice has ensured that it is. It is proposed that this approach is continued, having a membership of 15.

The appointment of Licensing Sub-Committees to review cases under Section 10 of the Licensing Act 2003, is a statutory function reserved by the Act to the statutory Licensing Committee. Accordingly, it is a matter for the Licensing Committee to appoint these Sub-Committees and the custom and practice has been for any 3 Members of the Committee to be called to hear individual cases. It is proposed that existing arrangements be continued.

3.2.3 The Senior Officer Employment Committee and the Appeals and Collective Disputes Committee, with terms of reference set out in Part 3 of the Constitution, are established as politically proportionate committees of 15 Members. However, built into the terms of reference of both Committees is the facility to establish Sub-Committees to undertake their functions. The custom has been to disapply proportionality to these Sub-Committees and for any 3 Members of the parent Committee to be called to hear individual matters. It is proposed that this approach be continued.

3.3 Health and Wellbeing Board

3.3.1 The Council has established a Health and Wellbeing Board in accordance with, and to discharge the statutory functions under, the Health and Social Care Act 2012. The membership and powers and responsibilities of the Board are set out in Article 9 of the Constitution and its terms of reference are set out in Part 3 of the Constitution. The political balance rules do not apply to the Board. The terms of reference and membership of the Board are currently being reviewed and will be the subject of a report to a meeting of the Board in the near future. The new terms of reference will then be incorporated in the Council's Constitution when the Constitution is next updated. It is proposed that existing arrangements be continued, pending the outcome of the review.

3.4 Area Committees

3.4.1 The Council did not establish any Area Committees in 2016/17 and has no plans to do so in 2017/18.

4. FINANCIAL IMPLICATIONS

4.1 There are no direct financial implications contained within this report.

4.2 However, the posts of Chair of Scrutiny and Policy Development Committee, Chair of Planning and Highways Committee, and Chair and Deputy Chair of Licensing Committee all attract Special Responsibility Allowances (SRAs) under the Council's Members' Allowances Scheme. Therefore, any structural or operational changes made in respect of those particular Committees do have the potential to impact on the SRAs associated with those Committees.

4.3 The Members' Allowances Scheme for 2017/18 approved by the Council at its special meeting held on 3rd March 2017, made no changes to the roles for which Special Responsibility Allowances are paid, but did apply an annual increase of 1% to those Allowances. Provision to accommodate this uplift on those Allowances was made in the Council's Revenue Budget for 2017/18. On the basis that the Council retains all its existing Committees/Sub-Committees and makes no changes to their operation such that it impacts on any of their associated SRAs, then there will be no new financial implications.

- 4.4 The financial implications of the appointments of Members to positions of Special Responsibility in the Municipal Year 2017/18, will be outlined at the Council's annual meeting.

5. LEGAL IMPLICATIONS

The legal implications are set out in the body of this report.

6. RECOMMENDATIONS

That the Council:-

- (1) Notes the political proportionality framework and the illustrative example of how this might be applied, as set out in the report;
- (2) Considers how it wishes to allocate seats on committees in light of this illustrative approach;
- (3) Determines whether to continue to disapply proportionality to the Senior Officer Employment Sub-Committees and the Appeals and Collective Disputes Sub-Committees (for the reasons set out in paragraph 3.2.3 of the report);
- (4) Agrees:
 - (i) the sizes of individual committees to be subject to proportional balance and the initial allocation of seats to political groups on individual committees before final adjustment;
 - (ii) the final adjustments of seats to ensure that each group has the required number of seats overall in comparison to the total number of seats available on all committees to reflect their composition on the Council as a whole; and
 - (iii) the appointment of Members to committees to reflect the wishes of the political groups in accordance with the schedule to be circulated at the meeting and including substitutes where appropriate; and
- (5) Agrees that, subject to the incorporation of the terms of reference for the single Audit and Standards Committee, the terms of reference of the Committees in 2017/18 be as currently set out in the Constitution.

John Mothersole
Chief Executive

**MEMBERSHIP OF NON POLITICALLY PROPORTIONATE
COUNCIL BODIES 2017/18
(Schedule of named Councillor appointees to be tabled at the meeting)**

Executive (Cabinet) (10 in 2016/17)

Portfolios are at the Leader's discretion and could be subject to change.

The Leader

Executive Members and their Portfolios:

- Business and Economy
- Children, Young People and Families
- Community Services and Libraries
- Culture, Parks and Leisure
- Environment
- Finance and Resources
- Health and Social Care
- Housing
- Infrastructure and Transport

Cabinet Highways Committee (4 in 2016/17)

Comprises 4 Members of the Executive and remaining Executive Members act as substitutes.

Shadow Cabinet (10 in 2016/17)

Portfolios are at the Opposition Leader's discretion and could be subject to change.

Leader

- Business and Economy
- Children, Young People and Families
- Community Services and Libraries
- Culture, Parks and Leisure
- Environment
- Finance and Resources
- Health and Social Care
- Housing
- Infrastructure and Transport

Health and Wellbeing Board

Comprises up to 4 Members of the Executive, plus additional membership as set out in Article 9 of the Council's Constitution. (Terms of reference and membership are under review – May 2017.)

Licensing Sub-Committees

Pool of 3 Members drawn from the Licensing Committee which is proportionally balanced.

Senior Officer Employment Sub-Committees

Pool of 3 Members drawn from the Senior Officer Employment Committee which is proportionally balanced.

Appeals and Collective Disputes Sub-Committees

Pools of 3 Members drawn from the Appeals and Collective Disputes Committee which is proportionally balanced.

PROPOSED MEMBERSHIP OF POLITICALLY PROPORTIONATE COUNCIL BODIES 2017/18

Scrutiny and Policy Development Committees

Overview & Scrutiny Management Committee (14) *(includes the Chairs of the 4 Scrutiny Committees)*

Children, Young People & Family Support S&PD Cttee (15)

Economic & Environmental Well-being S&PD Cttee (15)

Healthier Communities & Adult Social Care S&PD Cttee (15)

Safer & Stronger Communities S&PD Cttee (15)

Pool of Scrutiny
Committee
Substitutes

Regulatory and Other Council Committees

Planning and Highways Committee (15)

Pool of Planning
Committee Substitutes

Licensing Committee (15)

Audit and Standards Committee (7)

Admissions Committee (7)

Pool of Admissions
Committee Substitutes
(Drawn from any
Member of the Council)

Senior Officer Employment Committee (15)

Appeals and Collective Disputes Committee (15)

Proposed Proportional Seat Allocations to Political Groups in 2017/18

Committee	Labour	Lib Dem	Green	UKIP	Total
Overview and Scrutiny Management Committee	9	3	1	1	14
CYP&FS Scrutiny Cttee	10	3	1	1	15
E&EW Scrutiny Cttee	10	3	1	1	15
HC&ASC Scrutiny Cttee	10	3	1	1	15
S&SC Scrutiny Cttee	10	3	1	1	15
Planning and Highways Cttee	10	3	1	1	15
Licensing Cttee	10	3	1	1	15
Audit & Standards Cttee	5	2	0	0	7
Admissions Cttee	5	2	0	0	7
Senior Officer Employment Cttee	10	3	1	1	15
Appeals and Collective Disputes Cttee	10	3	1	1	15
Total Initial Allocation	99	31	9	9	148
Overall Political Balance Requirement	99	35	7	7	148
Adjustments Required	0	+4	-2	-2	

Labour	148 x 66.67%	= 98.67	(98)	+1	= 99
Liberal Democrat	148 x 23.81%	= 35.24	(35)		= 35
Greens	148 x 4.76%	= 7.04	(7)		= 7
UKIP	148 x 4.76%	= 7.04	(7)		= 7
			(147)		(148)

Adjustments Required Under this Illustrative Example

1. The Council is required to ensure that there are sufficient seats across the Council's scrutiny, planning and licensing committees to enable each non-executive member of the Council to be appointed to one of those committees, in accordance with Council Procedure Rule 25.4 which specifies that every Member of the Council, except those appointed to the Cabinet, shall be appointed a member of at least one Scrutiny and Policy Development Committee or one Regulatory Committee. There are 20 members of the Liberal Democrat Group and in the illustrative example there are 21 seats allocated across those Committees to the Group. However, the three seats allocated to the Group on the Overview and Scrutiny Management Committee are expected to be taken by three of the four members of the Group who will be appointed to the positions of Deputy Chair of the other four Scrutiny and Policy Development Committees. These three members therefore take six of those 21 seats, leaving 15 seats available for the remaining 17 members of the Group. Accordingly, at least two of the four seats to be allocated to the Liberal Democrat Group must be on a Scrutiny and Policy Development Committee or Regulatory Committee.
2. The Green Group is required to make two adjustments and the UKIP Group is also required to make two adjustments, with all four of those seats being required to be allocated to the Liberal Democrat Group. The four seats need to be taken from four separate committees (in order to comply, as far as is possible, with the fourth principle set out in paragraph 2.2 of the report, i.e. the number of seats on each committee are allocated to each political group in the same proportion as the group's representation on the Council), and at least two of the four seats must be on a Scrutiny and Policy Development Committee or Regulatory Committee. Despite these adjustments, sufficient seats will still remain available across the Scrutiny and Policy Development Committees and the Planning and Licensing Committees for the four Members of both the Green Group and the UKIP Group to ensure that all eight Councillors either play a role in holding the Executive to account through the overview and scrutiny process, or participate in a regulatory function, and thereby be represented on committees that meet on a regular basis. In addition, the seats are not to be taken from the Overview and Scrutiny Management Committee in order to ensure at least one seat is provided to each political group on the Council.

In Summary

- Liberal Democrat Group : to receive four seats, two from the Green Group and two from the UKIP Group, with at least one of the two seats to be given up by each Group being from one Scrutiny and Policy Development Committee or one Regulatory Committee;
- Green Group : two seats to be given up - one seat from any two Committees other than the two Committees from which a seat is to be relinquished by the UKIP Group, or from the Overview and Scrutiny Management Committee, and with at least one of the two seats being from one Scrutiny and Policy

Development Committee or one Regulatory Committee; with both seats to be allocated to the Liberal Democrat Group; and

- UKIP Group : two seats to be given up - one seat from any two Committees other than the two Committees from which a seat is to be relinquished by the Green Group, or from the Overview and Scrutiny Management Committee, and with at least one of the two seats being from one Scrutiny and Policy Development Committee or one Regulatory Committee; with both seats to be allocated to the Liberal Democrat Group.

APPENDIX 2**CALCULATION OF PROPORTIONAL SEAT ALLOCATION OF COMMITTEES**

% Share of Council	66.67%	23.81%	4.76%	4.76%
--------------------	--------	--------	-------	-------

Number on Committee	Labour	Liberal Democrat	Green	UKIP
3	2.00	0.72	0.14	0.14
4	2.67	0.95	0.19	0.19
5	3.33	1.19	0.24	0.24
6	4.00	1.42	0.29	0.29
7	4.67	1.67	0.33	0.33
8	5.33	1.91	0.38	0.38
9	6.00	2.14	0.43	0.43
10	6.66	2.38	0.48	0.48
11	7.34	2.62	0.52	0.52
12	8.00	2.86	0.57	0.57
13	8.67	3.09	0.62	0.62
14	9.33	3.33	0.67	0.67
15	10.00	3.58	0.71	0.71
16	10.67	3.81	0.76	0.76
17	11.33	4.05	0.81	0.81
18	12.00	4.28	0.86	0.86
19	12.68	4.52	0.90	0.90
20	13.34	4.76	0.95	0.95
21	14.00	5.00	1.00	1.00
22	14.66	5.24	1.05	1.05
23	15.33	5.47	1.10	1.10
24	16.00	5.72	1.14	1.14
25	16.67	5.95	1.19	1.19

	<u>Seats</u>	<u>%</u>
Labour	56	66.67
Lib Dem	20	23.81
Greens	4	4.76
UKIP	4	4.76
	<hr/>	
	84	100%



SHEFFIELD CITY COUNCIL Report to Council

Report of: Chief Executive

Date: 17th May 2017

Subject: Full Council Meetings

Author of Report: Jason Dietsch, Head of Member Services
0114 2734117

Summary:

- To look at how meetings of full Council can work better and bring about improvements with regards to openness and accessibility and efficiency and effectiveness.
 - To identify issues for consideration and establish a Member working group to prepare proposals for change.
 - To begin a wider democratic review of public engagement with decision making.
-

Recommendations:

It is proposed that the Council:

1. Notes the issues relating to Full Council meetings as outlined in this report;
2. Establishes a Member Working Group, comprising representatives of all political groups on the Council to plan and prepare (a) (i) the implementation of changes relating to the issues outlined at paragraphs 5.2 and 5.3 below with effect from the meeting of Council in September 2017 and (ii) the review and evaluation of those changes and (b) proposals relating to a wider review of democratic engagement to be conducted over the coming Municipal Year;
3. Requests that the Member Working Group submits an interim report to the meeting of Council on 5 July 2017; and

4. Delegates authority to the Director of Legal and Governance, in consultation with the Member Working Group, to make any necessary changes to the Council's Constitution and Procedural Rules.

Background Papers:

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial Implications
NO Cleared by: Pauline Wood
Legal Implications
YES Cleared by: Deborah Eaton
Equality of Opportunity Implications
NO Cleared by: Michael Bowles
Tackling Health Inequalities Implications
NO
Human rights Implications
NO:
Environmental and Sustainability implications
NO
Economic impact
NO
Community safety implications
NO
Human resources implications
NO
Property implications
NO
Area(s) affected
Relevant Scrutiny Committee if decision called in
Not applicable
Is the item a matter which is reserved for approval by the City Council?
YES
Press release
NO

1. PROPOSAL

- 1.1 Full Council is responsible for setting the Council's policy framework, agreeing the Council's budget and spending plans, electing the Leader of the Council and making constitutional decisions. It is also a forum for debate on major issues affecting the City.
- 1.2 The Council has made changes to the way its Council meetings operate over time and procedures have been reviewed. However, the way full Council works has not substantially changed for some time.
- 1.3 We now want to look at how meetings of full Council can work better and bring about improvements through a phased programme of reflection, consultation and change.
- 1.4 As part of this review, we will need to clearly define the role of full Council and give greater focus to the outcomes of the meetings. We want to make meetings more accessible and open to people in order to address issues including increasing engagement and transparency and increasing participation by both members of the public and Members of the Council, and providing better opportunities for local democracy.
- 1.5 This report sets out to introduce the process by:
- Examining the role and functions of full Council
 - Defining the purpose of full Council
 - Identifying issues
 - Exploring ideas to improve the way Council meetings work to achieve the following outcomes:
 - To improve **openness** and **accessibility**
 - Increase **efficiency** and **effectiveness**
- 1.6 It is proposed that Council establishes a Member Working Group, comprising representatives of all political groups on the Council to plan and prepare (a) (i) the implementation of changes relating to the issues outlined at paragraphs 5.2 and 5.3 below with effect from the meeting of Council in September 2017 and (ii) the review and evaluation of those changes and (b) proposals relating to a wider review of democratic engagement to be conducted over the coming Municipal Year.

2. Purpose of the Council Meeting

- 2.1 In summary, meetings of full Council aim to fulfil the following roles:
- **Accountability** – e.g. through public questions and Members' questions. Council meetings present an opportunity to call executive members to account through motions and questions.
 - **Political debate** – through debating motions proposed by elected members
 - **City leadership** - e.g. through debates, motions, celebrations and via 'strong leader' arrangements.

- **Statutory duties** – debating and agreeing the Council’s policy framework, budget, and appointments to key roles, committees and outside bodies.
- **Public engagement** – e.g. through public questions , responding to petitions, and holding debates triggered by petitions receiving more than the threshold number of signatures
- **Debate and democracy** e.g. debating issues of importance to the local area

3. **Functions and Responsibilities**

3.1 Part 3 of the [Constitution](#) sets out which bodies and individuals within the Council are responsible for carrying out particular functions. These functions fall into three categories, namely non-executive functions, executive functions and local choice functions. **Non-executive functions** may be exercised by the Full Council, or be delegated to a Council Committee or Sub-Committee, a Council officer or to Joint Arrangements. **Local choice functions** are those which the Council can choose to make either non-executive functions and discharge them accordingly or executive functions which the Executive will then discharge.

4. **Overview of Full Council**

4.1 All City Councillors meet together as the Council and meetings are normally open to the public. In summary, the Council decides the Council’s policy framework in the form of certain plans and strategies and sets the annual budget, which includes the allocation of financial resources to different services and projects and setting the Council Tax.

4.2 The Council appoints the Leader and at its Annual Meeting will appoint Councillors to serve on its Committees and representatives to serve on joint bodies and external organisations. The statutory responsibilities reserved to the Council are set out in Part 3 of the Constitution and these are subject to any amendment to comply with legal requirements. Full Council agrees the Constitution. The functions of the Full Council are listed in the Constitution.

4.3 There are three types of Council meeting. These are: the Annual Meeting, Ordinary Meetings; and Extraordinary or Special Meetings. The meetings are conducted in accordance with the Council Procedure Rules in Part 4 of the Constitution.

4.4 Beyond the statutory and constitutional explanations of what full Council should do, we should also consider how full Council contributes to:

- Supporting good governance by acting in the public interest, behaving with integrity and in accordance with ethical values, being open and engaging with people and being accountable and transparent;
- The Council’s aims and objectives, including the aim of being an in-touch organisation, which means listening, being connected and being responsive¹;

¹ Sheffield City Council Corporate Plan 2015-18

- Helping councillors to fulfil their various roles as community leaders; and
 - Assisting effective decision making by enabling people affected by a decision to have the opportunity to express their views and influence the decision making process.
- 4.5 The Council's governance arrangements are based on the principles outlined above and there are rules and procedures in place which set out how the Council is governed and how decisions are made. These include Council Procedure Rules and other documents in the Council's Constitution, including the Members' Code of Conduct. Some of the proposals outlined below will necessitate amendments to the Council's Procedure Rules and this is allowed for within the Rules themselves. Other proposals may require additional rules.
- 4.6 Governance processes need to be clear and accessible to people and we should explain how the processes work, including how decisions are made, how people can participate in the process of decision making; and how they can access documents which are used in decision making.
- 4.7 One of the purposes of full Council meetings is to help ensure that the Council is accountable to people, and there is opportunity to hold decision makers to account. However, we need to better explain that this opportunity exists and make sure it is accessible for people.
- 4.8 Meetings of Full Council could be made more accessible and open to the public in order to increase public engagement. The focus should be on **outcomes**, with the aim of making full Council more accessible and transparent, enabling more people to participate, and providing better opportunities for local democracy.
- 4.9 A question about engagement was asked in national polling conducted by the LGA.² People were asked about their satisfaction, or dissatisfaction, with the level of engagement offered by their local council. Among the top four options chosen to reflect what their Council could do better to engage with local residents were:
- Explain more clearly how it is using your money
 - Make it clearer how residents can get involved in decision-making
 - Demonstrate more clearly how it is acting on residents' feedback
 - Explain more clearly its decisions when they affect you
- 4.10 There are a number of issues which might need to be addressed in any review of the way Council meetings work. This includes but is not limited to the following areas:
- **Attendance** of the public and elected members, which could be addressed by considering the time and length of the meetings to better take account of people who worked, those with caring responsibilities or other events including religious holidays.

² Polling on resident satisfaction with councils, LGA February 2017

- Making sure the meetings are **relevant** to people in the City.
- **Accessibility of meetings**, with issues ranging from language to the duration of meetings.

5. Issues for Consideration

5.1 It is proposed that any changes to Full Council are dealt with in two stages. The first phase would comprise changes under the themes of '**A modern, accessible and open meeting**' and '**An efficient, effective meeting that is fit for purpose**'.

5.1.1 Subject to the agreement of Council, the issues outlined under these two themes will be referred to a Working Group, comprising representatives of all political groups on the Council, for further consideration and with a view to the implementation of changes from September 2017. This work will include consideration of best practice in other local authorities. In summary, the issues are as outlined below:

5.2. A modern, accessible and open meeting

5.2.1 At present, ordinary meetings of Council are scheduled to start at 2.00pm and these continue until a guillotine at 6.30pm when any remaining business is formally transacted. Consideration might be given to the **timing of meetings** of Full Council, including the start and finish times and the overall duration of the meetings. Meetings might be held on a consistent weekday, and consideration given to scheduling meetings so as not to overlap with major religious holidays, so that more people are able to attend.

5.2.2 Making written and spoken **language** used at full Council more accessible and therefore easier to understand and engage with to assist people's ability to follow the progress of the meeting. This might include the creation of easy to read guides to explain how Council Meetings work.

5.2.3 Facilitating the production of **audio recordings of meetings**.

5.2.4 Looking at the **layout and seating** arrangements in the Council Chamber.

5.2.5 Clarifying the guidance relating to **petitions** and informing Members of the progress of petitions received. The Council's Petitions Scheme sets out guidelines for submitting a petition and what the Council will do with petitions which it receives. The [log of petitions](#) is maintained by Democratic Services and is published on the Council Website.

5.3 An efficient, effective meeting that is fit for purpose

5.3.1 Managing the **number** of motions and decisions included on each Council meeting agenda so as to ensure that all substantial items can be properly discussed.

5.3.2 Reviewing **time limits** for specific items of business as well as for individuals,

including debates and public questions, while ensuring a fair balance of speakers.

5.3.4 Reviewing the **order of proceedings** at each full Council and considering what business needs to be included so as to give a **structure** to meetings and to consider items of public interest.

5.3.5 Reviewing the **voting** process so that it is easier for people to follow and understand precisely what has been decided.

5.4 **Wider Democratic Review of Council decision making and public engagement**

5.4.1 The second phase of the change process would include a wider review of Council decision making and public engagement with the decision making process, which might include full Council but also consider wider elements. The options for conducting such a review would depend upon the scope of the review and its terms of reference. The outcome of the review would be submitted to Council for consideration. The specific issues that the review would cover might include, but not necessarily be limited to the following:

5.4.2 Reviewing the process for **petitions** to ensure that they are routed to the most appropriate body or decision maker and the public are aware of the process and potential outcomes.

5.4.3 Creating a democracy **route map** or online tool that simply describes the process of how the public can ask questions and raise issues with the Council.

5.4.4 Considering whether **deputation** statements could be included as an item of business, whereby a small number of people can speak about a particular subject at a meeting for up to a specified duration.

5.4.5 Considering enhanced **webcasting and audio recording** options.

5.4.6 Considering **communication** methods and options for engagement.

5.4.7 Exploring and providing additional, specific learning and development opportunities to the Members.

5.4.8 Additional **plenary meetings** for specific issues that may otherwise not fit on a Council agenda.

5.4.9 Exploring different ways that the public might ask **questions** of decision making bodies.

6. **CONSULTATION**

6.1 Consultation will be at the instigation of the Member Working Group or as part of the wider piece of work to review Council decision making and public engagement with the decision making process.

7. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

7.1 Equality of Opportunity Implications

The proposals are about increasing accessibility of the formal decision-making process and enabling more people in the City to participate. The Working Group will consider equality implications as part of designing and implementing its recommendations.

7.2 Financial and Commercial Implications

7.2.1 Any costs arising from options recommended by the Working Group detailed at paragraph 1.6 above will be detailed when the issues are submitted to Council for consideration in the Autumn.

7.2.2 Where the Council chooses to implement a recommendation that requires a further decision to be made this would be taken in the usual manner and in line with the Council's Constitution and Leader's Scheme of Delegation. This would include any financial and commercial implications.

7.3 Legal Implications

7.3.1 The Local Government Act 2000, the Local Government Act 1972, the Localism Act 2011, other local government Acts and Regulations made under those Acts prescribe the governance arrangements for local authorities in detail. In particular they cover (amongst other things) the requirements for holding council meetings and the rules of procedure.

7.3.2 Under section 9P of the Local Government Act 2000, the Council must prepare a constitution and keep it up to date. It must be available to the public and, under the Local Government Transparency Code 2015, be published on the Council's website.

7.3.3 The constitution must also contain the Council's standing orders (procedural, and relating to contracts and to the appointment, discipline and dismissal of officers), and the code of conduct for members and co-opted members. Other contents are prescribed by the Local Government Act 2000 (Constitutions) (England) Direction 2000. This still has legal effect. In outline, the prescribed contents are details of:

- a summary and explanation
- elections, members, their terms of office, their roles and functions, the scheme of allowances
- citizens' rights
- the allocation of functions to full Council and the executive
- rules for the proceedings at Council meetings
- role and functions of the chairman/non-elected mayor
- executive functions allocated to individual members, to meetings (and their membership) and to officers
- overview and scrutiny committees, their terms of reference and rules for proceedings at meetings
- the role of the executive, and its committees, and the roles, functions,

- rights, responsibilities and duties of executive members
- the rules for the election of the executive leader, the appointment of executive members, the appointment of, and the quorum, proceedings and location for, executive committee meetings
- the roles of ordinary committees or sub-committees, their membership, terms of reference and functions and rules for their proceedings
- powers delegated to officers
- the roles of area committees or sub-committees, their membership, terms of reference and functions and rules for their proceedings
- joint arrangements with other authorities, their terms, the membership, terms of reference and functions and rules for the proceedings of joint committees
- arrangements for the discharge of functions by another local authority
- the roles of officers, the management structure, the roles and functions of the Head of Paid Service, Monitoring Officer and Chief Financial Officer, rules for recruitment, appointment, dismissal and disciplinary action
- member/officer protocols
- arrangements for public access to information about decisions
- a register of executive and committee members
- rules and procedures for management of its financial, contractual and legal affairs including audit, financial regulations, contracts and procurement, bringing or defending legal proceedings
- the register of interests of members and co-opted members
- rules and procedures for review and revision of the constitution.

As well as the prescribed content the constitution can include “such other information (if any) as the authority considers appropriate”.

7.3.4 Following the introduction of the executive form of governance under the 2000 Act, ODPM (the predecessor to DCLG) produced guidance, some of which was classed as “statutory guidance”, including model “modular constitutions”. Most, if not all, local authorities followed and adapted this template. In practical terms this guidance is now 17 years old but nevertheless the Council is legally obliged to have regard to it. Most local authority constitutions, including the Council’s constitution, follow the format set out in the relevant modular constitution, but it is not obligatory and several local authorities are adopting more modern and plain English models.

7.3.5 The Guidance can be found at:

<http://webarchive.nationalarchives.gov.uk/20120919132719/www.communities.gov.uk/documents/localgovernment/pdf/155181.pdf>

7.3.6 As with any statutory guidance the Council must take it into account and should only depart from it if it believes that there are good reasons to do so. The guidance is increasingly out of date as it has not been updated following significant changes which have been made to the way local authorities operate. This in itself is not sufficient reason for departing from it and the Council will have to be satisfied, if it does choose to depart from it that there are good reasons for doing so. This can be considered in greater detail when the Working Group has

prepared its recommendations.

8. ALTERNATIVE OPTIONS CONSIDERED

- 8.1 A Member Working Group will consider detail of alternative options for implementation and a wider review will also look at engagement more generally and consider alternatives.

9. REASONS FOR RECOMMENDATIONS

- 9.1 The review of full Council meetings is seeking the following outcomes:

- To improve **openness** and **accessibility**
- Increase **efficiency** and **effectiveness**

- 9.2 The Council wishes to make meetings accessible and open to people in order to address issues including engagement and transparency and increasing participation by both members of the public and Members of the Council, and providing better opportunities for local democracy.

This page is intentionally left blank

Resources: Legal & Governance

Director of Legal and Governance: Gillian Duckworth
Town Hall SHEFFIELD S1 2HH DX: 10580 SHEFFIELD
Tel: 0114 273 4018



Enquiries: Paul Robinson, Democratic Services
Tel: 0114 2734029
Email: paul.robinson@sheffield.gov.uk
Web Site: www.sheffield.gov.uk

Date: 9 May 2017

TO THE MEMBERS OF THE CITY COUNCIL

Dear Councillor,

Annual Council and First Meetings – Wednesday, 17th May 2017

Arrangements have been made, in accordance with previous practice, for the first meetings of the Cabinet and Council Committees to be held in the Council Chamber following the close of the Annual Council meeting on the afternoon of Wednesday 17th May 2017.

I enclose with this letter, a list showing the proposed order for the first meetings, together with the draft agendas, which will be held immediately following one another and without a break. The matters to be dealt with at the meetings will be limited to the appointment of Chairs and Deputy Chairs, as appropriate, and the fixing of the day and time of the meetings, together with any procedural matters relating thereto. The Lord Mayor will occupy the Chair and the Members of the Council will be required to remain in their seats throughout the whole of the proceedings.

To facilitate the transaction of the business, the Lord Mayor will announce at the start of each meeting, the name of the mover and seconder of the composite motion to determine the business as detailed in the agenda. The names of the mover and seconder of the composite motion will be drawn from the Members of the particular Body. The Lord Mayor will put the motion upon which the Members of the Body concerned will vote. In the event of any questions arising upon any item on the agenda for a particular Body, only the members of that Body are permitted to participate in the discussion.

Details of the proposed memberships of the Cabinet and Council Committees etc., which is being prepared in consultation with the Party Whips, will be made available to all Members of the Council at the meeting.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Gillian Duckworth'.

**GILLIAN DUCKWORTH
DIRECTOR OF LEGAL & GOVERNANCE**

The person dealing with this matter is Paul Robinson

SHEFFIELD CITY COUNCIL

**FIRST MEETINGS OF CABINET AND COUNCIL
COMMITTEES, ETC TO BE HELD ON WEDNESDAY, 17TH MAY 2017**

ORDER OF MEETINGS

1. CABINET
2. CABINET HIGHWAYS COMMITTEE
3. OVERVIEW & SCRUTINY MANAGEMENT COMMITTEE
4. CHILDREN, YOUNG PEOPLE AND FAMILY SUPPORT SCRUTINY AND POLICY DEVELOPMENT COMMITTEE
5. ECONOMIC AND ENVIRONMENTAL WELLBEING SCRUTINY AND POLICY DEVELOPMENT COMMITTEE
6. HEALTHIER COMMUNITIES & ADULT SOCIAL CARE SCRUTINY AND POLICY DEVELOPMENT COMMITTEE
7. SAFER AND STRONGER COMMUNITIES SCRUTINY AND POLICY DEVELOPMENT COMMITTEE
8. PLANNING AND HIGHWAYS COMMITTEE
9. LICENSING COMMITTEE
10. AUDIT AND STANDARDS COMMITTEE
11. ADMISSIONS COMMITTEE
12. SENIOR OFFICER EMPLOYMENT COMMITTEE
13. APPEALS AND COLLECTIVE DISPUTES COMMITTEE

CABINET

Meeting to be held on 17th May 2017

immediately following the Annual Council Meeting

A G E N D A

NOTE: The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **TO FIX DAY AND TIME OF MEETINGS**
To meet on a monthly basis on the following Wednesdays at 2.00 pm:-

21 June 2017
19 July 2017
09 August 2017
20 September 2017
18 October 2017
15 November 2017
13 December 2017
17 January 2018
14 February 2018
21 March 2018
18 April 2018

CABINET HIGHWAYS COMMITTEE

Meeting to be held on 17th May 2017

immediately following the meeting of the Cabinet

A G E N D A

NOTE: The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**
To appoint the Chair and Deputy Chair of the Committee.

2. **DATES AND TIMES OF MEETINGS**
To meet as and when required on dates and times to be determined by the Chair.

OVERVIEW & SCRUTINY MANAGEMENT COMMITTEE

Meeting to be held on 17th May 2017

immediately following the meeting of the Cabinet Highways Committee

A G E N D A

NOTE: The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**
To appoint the Chair and Deputy Chair of the Committee.

2. **DATES AND TIMES OF MEETINGS**
To meet on a quarterly basis on dates and times to be determined by the Chair, and as and when required for called-in items.

**CHILDREN, YOUNG PEOPLE & FAMILY SUPPORT SCRUTINY AND
POLICY DEVELOPMENT COMMITTEE**

Meeting to be held on 17th May 2017

**Immediately following the meeting of the Overview and Scrutiny Management
Committee**

A G E N D A

NOTE: The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**
To appoint the Chair and Deputy Chair of the Committee.

2. **DATES AND TIMES OF MEETINGS**
To meet on a bi-monthly basis on dates and times to be determined by the Chair, and as and when required for called-in items.

**ECONOMIC AND ENVIRONMENTAL WELLBEING SCRUTINY AND
POLICY DEVELOPMENT COMMITTEE**

Meeting to be held on 17th May 2017

immediately following the meeting of the Children, Young People and Family Support
Scrutiny and Policy Development Committee

A G E N D A

NOTE: The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**
To appoint the Chair and Deputy Chair of the Committee.

2. **DATES AND TIMES OF MEETINGS**
To meet on a bi-monthly basis on dates and times to be determined by the Chair, and as and when required for called-in items.

**HEALTHIER COMMUNITIES & ADULT SOCIAL CARE SCRUTINY AND
POLICY DEVELOPMENT COMMITTEE**

Meeting to be held on 17th May 2017

immediately following the meeting of the Economic and Environmental Wellbeing
Scrutiny and Policy Development Committee

A G E N D A

NOTE: The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**
To appoint the Chair and Deputy Chair of the Committee.

2. **DATES AND TIMES OF MEETINGS**
To meet on a bi-monthly basis on dates and times to be determined by the Chair, and as and when required for called-in items.

**SAFER AND STRONGER COMMUNITIES SCRUTINY AND POLICY
DEVELOPMENT COMMITTEE**

Meeting to be held on 17th May 2017

immediately following the meeting of the Healthier Communities & Adult Social Care
Scrutiny and Policy Development Committee

A G E N D A

NOTE: The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**
To appoint the Chair and Deputy Chair of the Committee.

2. **DATES AND TIMES OF MEETINGS**
To meet on a bi-monthly basis on dates and times to be determined by the Chair, and as and when required for called-in items.

PLANNING AND HIGHWAYS COMMITTEE

Meeting to be held on 17th May 2017

**immediately following the meeting of the Safer and Stronger Communities Scrutiny
and Policy Development Committee**

A G E N D A

NOTE: The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**
To appoint the Chair and Deputy Chair of the Committee.

2. **DATES AND TIMES OF MEETINGS**
To meet on Tuesday 30th May 2017, and every three weeks thereafter, at 2.00pm, as follows:-

20 June 2017
11 July 2017
1 August 2017
22 August 2017
12 September 2017
3 October 2017
24 October 2017
14 November 2017
5 December 2017
19 December 2017
16 January 2018
6 February 2018
27 February 2018
20 March 2018
10 April 2018
1 May 2018
22 May 2018
12 June 2018

LICENSING COMMITTEE

Meeting to be held on 17th May 2017

immediately following the meeting of the Planning and Highways Committee

A G E N D A

NOTE: The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**
To appoint the Chair and Deputy Chair of the Committee.

2. **DATES AND TIMES OF MEETINGS**
To meet Tuesday and Thursday weekly at 10.00 am.

AUDIT AND STANDARDS COMMITTEE

Meeting to be held on 17th May 2017

immediately following the meeting of the Licensing Committee

A G E N D A

NOTE: The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**
To appoint the Chair and Deputy Chair of the Committee.

2. **DATES AND TIMES OF MEETINGS**
To meet on Thursday 13th July 2017 at 5.00 p.m., and thereafter on dates and times to be determined by the Chair.

ADMISSIONS COMMITTEE

Meeting to be held on 17th May 2017

immediately following the meeting of the Audit and Standards Committee

A G E N D A

NOTE: The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR**
To appoint the Chair of the Committee.

2. **DATES AND TIMES OF MEETINGS**
To meet on a monthly basis, on dates and times to be determined by the Chair.

SENIOR OFFICER EMPLOYMENT COMMITTEE

Meeting to be held on 17th May 2017

immediately following the meeting of the Admissions Committee

A G E N D A

NOTE: The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR**
To appoint the Chair of the Committee.

2. **DATES AND TIMES OF MEETINGS**
To meet as and when required, on dates and times to be determined by the Chair.

APPEALS AND COLLECTIVE DISPUTES COMMITTEE

Meeting to be held on 17th May 2017

immediately following the meeting of the Senior Officer Employment Committee

A G E N D A

NOTE: The particulars inserted in this agenda are based on information given by the Groups to the Head of Democratic and Member Services, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR**
To appoint the Chair of the Committee.

2. **DATES AND TIMES OF MEETINGS**
To meet as and when required, on dates and times to be determined by the Chair.

This page is intentionally left blank