

Option B

Key Authority Comparable Stats

Approx. Population	323,266																										
Type of authority	Metropolitan District Council																										
Number of Wards	22																										
Number of Members	66																										
Political Proportionality	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Party</th> <th style="text-align: center;">Members</th> <th style="text-align: center;">Proportionality</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Labour</td> <td style="text-align: center;">29</td> <td style="text-align: center;">44%</td> </tr> <tr> <td style="text-align: center;">Conservative</td> <td style="text-align: center;">23</td> <td style="text-align: center;">35%</td> </tr> <tr> <td style="text-align: center;">Lib-Dem</td> <td style="text-align: center;">6</td> <td style="text-align: center;">9%</td> </tr> <tr> <td style="text-align: center;">Green</td> <td style="text-align: center;">5</td> <td style="text-align: center;">8%</td> </tr> <tr> <td style="text-align: center;">Independent</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3%</td> </tr> <tr> <td style="text-align: center;">Labour & Co-Operative</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2%</td> </tr> <tr> <td style="text-align: center;">Grand Total</td> <td style="text-align: center;">66</td> <td style="text-align: center;">100%</td> </tr> </tbody> </table>			Party	Members	Proportionality	Labour	29	44%	Conservative	23	35%	Lib-Dem	6	9%	Green	5	8%	Independent	2	3%	Labour & Co-Operative	1	2%	Grand Total	66	100%
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Current Council Structure	<pre> graph TD CE[Chief Executive] --- CFE[Children, Families & Education] CE --- NS[Neighbourhood Services] CE --- ACH[Adults' Care & Health & Strategic Commissioning] CE --- RP[Regeneration & Place] CE --- RES[Resources] CE --- LG[Law & Governance] </pre>																										
Committee Model since	Decision Oct 2019, Implemented Sept 2020																										

Observations made in moving to Committee Model

- Starting service redesign exercise 1 year post-implementation to identify opportunities to improve current model for efficiencies
- ExampleB adopted the use of a number of working groups (Constitution and Standards, Governance) to help support the delivery of the Committee System.
- The amount of training delivery required a significant amount of time and effort to deliver to Stakeholder Groups, especially Members. Ensure delivery is robust with plenty of time.
- Took 6 months to implement- underestimated time and budget

- Needed a really clear decision making timeline process and sign off process
- Have a clear comms plan, detailing what information you will publish/ not publish under the Committee System.
- When consulting with members of the public, be clear and understand what SCC's response to the questions which the public raise, will be.
- To support an efficient delivery process, "large chunks" of current constitution was lifted and shifted
- Ensure you have provision for member support and welfare. The members at ExampleB have experienced a significant amount of pressure as a result of the Cttee System being implemented, so provision to provide adequate support for them should be considered.
- Ensure you spend enough time on Member Briefings
- Look to implement fewer committees where possible and attempt to align the committees to the Directorate.
- from a culture perspective, the Project Team should emphasise that the new Cttee System is not a return to old ways of working but is about embracing a modern cttee system. Its about hearts and minds in this instance
- Ensure you have a clear and agreed Terms of Reference for each Cttee System.
- The feeling is that ExampleB has too many Cttees, the current system is unwieldly, making decision making slower. The ambition of an efficient decision-making process is not currently a reality.
- There is a time commitment and "communication burden" with the current Committee Structure. Currently there is 14 Committees, as a result we may have to do 14 briefings and then 14 sub briefings to individuals and groups on the same topic. This is something which ExampleB are looking to standardise as part of the Service Redesign exercise.
- For each Committee, we have a Lead Officer, a Democratic Services Officer, Legal Officer (Lawyer), dedicated named Comms Officer.

Key Committee Comparable Stats

Is there a LAC Model also in place?	No
Statutory Scrutiny Only?	No The Council has determined that these overview and scrutiny functions are to be carried out by the Partnerships Committee, which will also scrutinise the functions and responsibilities undertaken by other bodies within the Borough, in addition to the joint committees for specific purposes with neighbouring authorities. The process for this is set out in Part 4(3) of this Constitution
Separate Scrutiny or Embedded?	Statutory Scrutiny built into Partnerships Committee Other Policy & Services Committees fulfil scrutiny roles

Scrutiny Decision Making	<p>The Partnerships Committee, together with the Decision Review Committee, are those committees established for the implementation of the authority's overview and scrutiny functions as set out in Part 3 of the Local Authority (Committee System) (England) Regulations 2012</p> <p>Neither the Decision Review Committee nor the Partnerships Committee are a decision making committee but may make recommendations to Committees, Full Council or any other relevant authority</p>
Do the Committees all work in the same way?	<p>Yes with the exception of Urgency Committee which is only called upon Ad-hoc</p> <p>The Overarching Committee meeting the most frequently at monthly, the rest are every other month-quarterly</p> <p>Partnership Committee is the longest running length committee</p>
Front Doors into Committees	<p>Public Questions & Statements Notice for public questions must be put in writing to the Monitoring Officer no later than midday three working days before the meeting and should be sent to generic inbox</p> <p>Unknown</p>
Cross Cutting Issue Process	<p>Unknown</p>
Decisions taken by Committee Process	<p>)Other Council Committees - The Policy and Services Committees, Statutory Committees and the Regulatory and Other Committees will follow those parts of the Council Standing Orders and rules of procedure that apply to them set out at Part 4 of this Constitution</p> <p>VOTING 17.1 Majority Unless this Constitution provides otherwise, any matter will be decided by a simple majority of those Members voting and present in the room and seated in their places at the time the question is put. 17.2 Casting Vote If there are equal numbers of votes for and against, the Mayor will have the right to exercise a second or casting vote. There will be no restriction on how the Mayor chooses to exercise a casting vote, including the choice not to use such vote.</p>
Urgent Decision Making	<p>Limited information available, Urgency Committee has only met twice, both times in 2004</p> <p>If a decision on an issue is required as a matter of urgency, and if time allows under the provisions of the Access to Information Rules as set out at Part 4(2) of this Constitution, then a Committee will be called comprising of the Leader and/or the Deputy Leader together with the Group Leaders or other members of Opposition Groups such as are required to meet political balance rules. The decision may be within the terms of reference of another committee, but this</p>

	<p>will not invalidate the decision as the arrangements to discharge the function in cases of urgency. A matter of urgency sufficient to call this committee will be as determined by the Leader or, in the absence of the Leader, two of the Group Leaders (or Deputy Leader) with advice from one or more statutory chief officers. The Committee must consult with the Chair of the relevant Committee wherever it is reasonable and practicable to do so. In all cases the reason for the urgency shall be clearly stated and recorded in the minutes of the meeting and reported to the next meeting of Full Council</p>
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Roles

<p>Role of Lord Mayor</p>	<p>The Mayor and Deputy Mayor will be elected by the Council annually. The Mayor and, in his/her absence, the Deputy Mayor will have the following responsibilities:</p> <ul style="list-style-type: none"> (i) to uphold and promote the purposes of the Constitution, and to interpret the Constitution when necessary; (ii) to preside over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the community; (iii) to ensure that the Council meeting is a forum for the debate of matters of concern to the local community and a place at which Members are able to ask questions of the Leader and the Chairs of Committees and are able to hold each other to account; (iv) to promote public involvement in the Council's activities; and (v) to act as the Borough's first citizen and to attend such civic and ceremonial functions as the Council and or he/she determines appropriate.
<p>Role of Leader of the Council</p>	<p>(a) The Leader shall be:</p> <ul style="list-style-type: none"> (i) the Chair of the Policy and Resources Committee; (ii) the Council's representative Member to the Liverpool City Region Combined Authority; and (iii) entitled to attend all meetings of the Council's functional committees in an ex officio capacity. <p>(b) The Leader will:</p> <ul style="list-style-type: none"> (i) provide a focal point for political leadership and strategic direction for the Council; (ii) represent the interests of the Council in circumstances where that is necessary; and (iii) ensure effective Corporate Governance and ethical conduct throughout the Council. <p>Key Responsibilities of the Leader</p> <p>The Leader will:</p> <ul style="list-style-type: none"> (a) Be the political (rather than ceremonial) leader of the Council, for the benefit of all the Borough's communities - its citizens, taxpayers, businesses, public bodies and other public authorities.

	<p>(b) Represent and pursue the interests of the Council in the community and at international, national and regional levels.</p> <p>(c) Be the key contact for outside organisations (including Central Government, Local Authority Associations and Council partners), and internally for the Council's Chief Officers.</p> <p>(d) Be the representative voice of the Council, for example, in its dealings with Central Government, other Local Authorities and their Associations, and positively promote the Council as a whole to the media.</p> <p>(e) Promote the long-term financial, business and economic stability of the Council and the Borough.</p> <p>(f) Meet regularly to progress the Council's objectives with Committee Chairs, the Chief Officers, Group Leaders, partner organisations, stakeholders, community representatives, government representatives, local Members of Parliament, etc.</p> <p>(g) Promote high standards of corporate governance and ethical conduct throughout the Council including working with all political groups to seek to achieve, where possible, cross party co-operation.</p> <p>(h) Promote and maintain professional working relationships and mutual respect between all Members and officers.</p> <p>(i) Work across the Council, particularly with the Chairs and Vice-Chairs of its Committees and Sub-Committees, and to be responsible for the development and implementation of the Council's strategic vision for the future, policy framework, budgets and other strategies</p>
<p>Role of Deputy Leader of the Council</p>	<p>The Deputy Leader shall be:</p> <p>(i) the Vice-Chair of the Policy and Resources Committee</p> <p>(ii) the substitute ExampleB Borough Council's Constituent Council Member of the Liverpool City Region Combined Authority (unless another Member of the Council is so appointed)</p> <p>(b) The Deputy Leader will:</p> <p>(i) assist the Leader of the Council in representing the Council to its citizens, stakeholders and partners and in providing political leadership for the Council and the Borough;</p> <p>(ii) assist the Leader in carrying out the key responsibilities associated with the role of Leader (as set out at 10.4 above);</p> <p>(iv) work with the Leader on budget and policy development; and</p> <p>(v) undertake the powers, functions and responsibilities of the Leader in their absence.</p>
<p>Role of Committee Chairs</p>	<p>(a) The Chair of a Committee shall:</p> <p>(i) lead the work of the committee and make sure it carries out its business effectively and efficiently, lawfully and within its terms of reference;</p> <p>(ii) chair meetings of the committee impartially and in such a way as to facilitate open discussion, obtain valid contributions from members and produce sound decisions;</p>

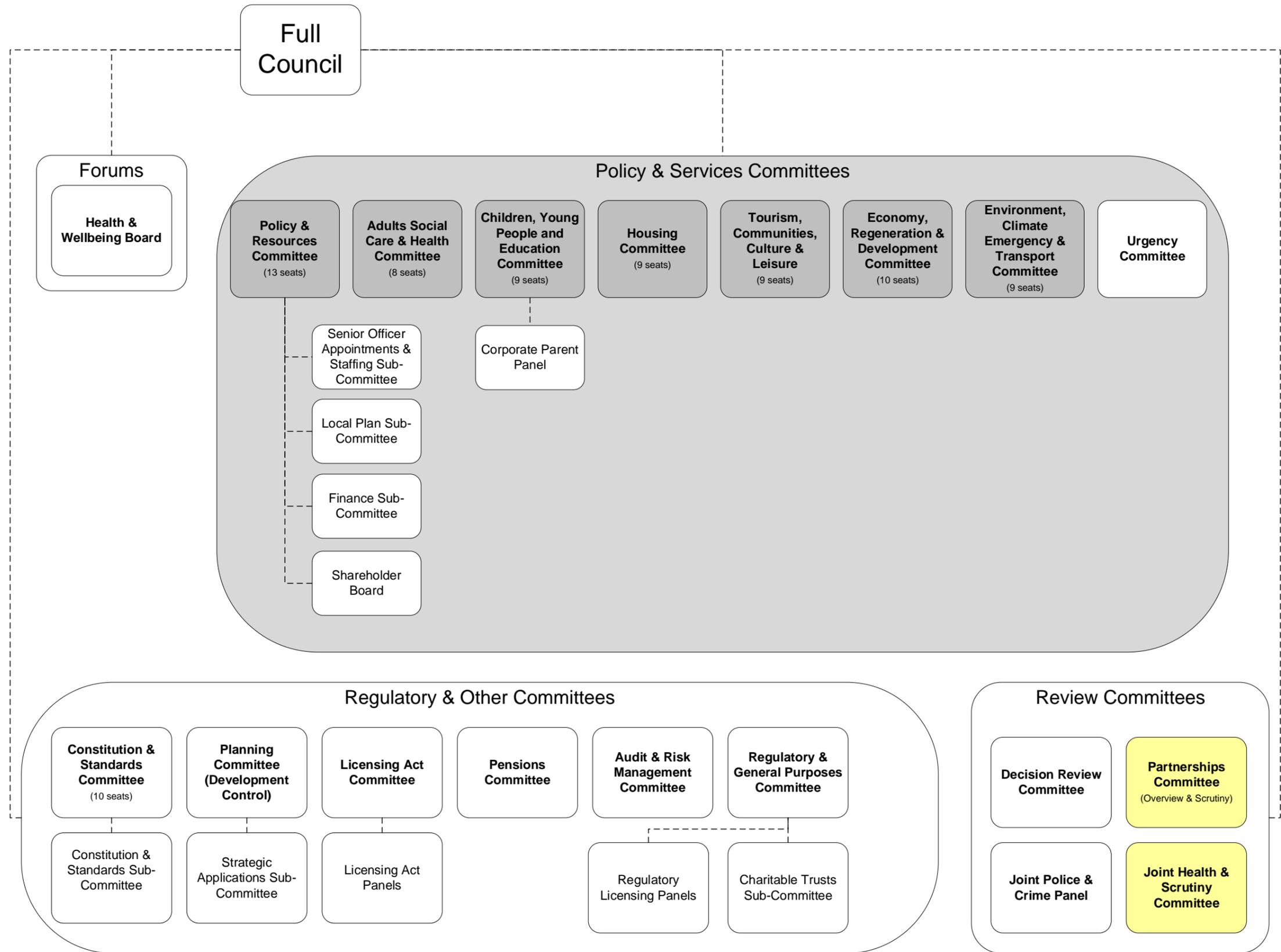
	<p>(iii) assist the public and press in terms of their rights of access; and</p> <p>(iv) ensure respectful engagement between the committee, its officers, guests and the public and maintain ethical conduct throughout the meeting.</p> <p>(b) The Chair of a Committee will:</p> <p>(i) lead an agenda management process for the Committee in association with the Vice-Chair and Group Spokespersons; and</p> <p>(ii) act as consultee and spokesperson for their Committee in instances of exercise of delegated authority by an officer, where that delegation is subject to being in consultation with the Chair of the Committee or where otherwise requested by a Chief Officer</p> <p>The Chair of a Committee will undertake:</p> <p>(i) To have a working knowledge of the functions, policies, practices, procedures, services and budgets of the Committee which they chair.</p> <p>(ii) To lead in the development of the work of the Committee which they chair in association with the Vice-Chair and Group Spokespersons, including the agenda management process, also taking into account the wider vision, such as corporate, cross-service and partnership issues.</p> <p>(iii) To lead in consideration and review of service delivery, policy development and in the implementation of policies approved by the Council where these relate to the Committee which they chair.</p> <p>(iv) To be the Council's lead spokesperson in respect of the Committee's activities and act in liaison with the Leader and Deputy Leader in matters of Council policy.</p> <p>(v) To establish effective working relationships with the Group Spokespersons on the Committee and with other Committee Chairs and the Leader and Deputy Leader of the Council</p> <p>(vi) To establish effective working relationships with the Chief Officers, and other key officers.</p> <p>(vii) To represent and pursue the interests of the Committee which they chair in the community and at regional and national levels</p> <p>(viii) To ensure that meetings of the Committee which they chair are properly conducted and reports of proceedings are forwarded on as necessary, for example to full Council</p> <p>(ix) To promote and uphold high standards of ethical conduct by the Council's Members and officers</p>
Role of Deputy Chairs	<p>The Vice Chair will:</p> <p>(a) assist the Chair in carrying out their role and responsibilities as set out at 11.3 and 11.4 above; and</p> <p>(b) undertake the responsibilities of the Chair in their absence</p>

Time Demand of Model

Number of Bodies in Model	23
Total seats available	184
Politically proportionate seats available	178
Amount of Cllr time taken for the whole model annually	2242 hours 299 days 60 weeks
Number meetings annually	128 over the year 11 per month
Average per 1 Committee from this Model	97 hours annually 13 working days 3 weeks 6 meetings per year 1 (rounded up) per month
Average attendance for Cllrs	4 seats to fill 356 hours per annum 47 days per annum 9 weeks per annum 23 Committee meetings to attend 2 meetings per month

SRAs Paid

Allowances	unknown
Leader of Council/Chair of Overarching Committee	unknown
Chair of Committees	unknown
Chair of Licensing	unknown



Themed Committees

Option B Authority chose to call these Committees 'Policy & Services Committees'.

All the Committee had to be launched at the same time, the cttee identified were aligned to the Directorates.

Currently the Committees are not aligned to the Directorates fully, this is something which will be addressed as part of the Service Redesign work.

Policy & Resources (13 seats, Quorum $\frac{1}{4}$ of Membership)

Acts as an Overarching Committee. The membership shall include: (a) the Leader of the Council, who shall be the Chair; (b) the Deputy Leader of the Council, who shall be Vice-Chair; and (c) the chairs of each of the other Policy and Service Committees.

Days & times of operation	Wednesdays, 6pm (sometimes 4pm)																																				
Frequency & Timing	<table border="1"> <thead> <tr> <th>Year</th> <th># of Mtgs</th> <th>Total Hours</th> <th>Av Hours</th> </tr> </thead> <tbody> <tr> <td>Y1</td> <td>12</td> <td>23h 41m</td> <td>1h 58m</td> </tr> <tr> <td>Y2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y3</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y4</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y5</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y6</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y7</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y8</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year	# of Mtgs	Total Hours	Av Hours	Y1	12	23h 41m	1h 58m	Y2				Y3				Y4				Y5				Y6				Y7				Y8			
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Location of operation	Single Central Building																																				
Core functions	<p>The Policy and Resources Committee has two main areas of responsibility, which is to provide strategic direction to the operation of the Council, including making decisions on policies and co-ordinating spend not reserved to full Council, and to maintain a strategic overview of outcomes, performance, risk management and budgets.</p> <p>The Committee is charged by full Council to:-</p> <p>(a) formulate, co-ordinate and implement corporate policies and strategies and the medium term financial plan (budget), which includes responsibility for any decision:</p> <p>(i) that relates to such matters to the extent that they are not reserved to full Council;</p> <p>(ii) on any cross-cutting policies that impact on other committee areas;</p>																																				

	<p>(iii) on policy matters not otherwise allocated to any other committee; and (iv) to determine any dispute or difference between committees;</p> <p>(b) provide a co-ordinating role across all other service committees and retain a ‘whole-council’ view of performance, budget monitoring and risk management, which includes responsibility for a decision:</p> <p>(i) that has a major impact on a number of Council services or on the Council as a whole;</p> <p>(ii) on any virement between Budget funds (revenue) requested by a Committee or officer in excess of £100,000;</p> <p>(iii) on any virement between Budget funds (capital) or any amendment to the Capital Programme requested by a Committee or officer in excess of £100,000;</p> <p>(iv) regarding land and property including major acquisition and disposals, which includes reserved decision making concerning any purchase, sale or transfer of a value in excess of, or likely to exceed, £100,000;</p> <p>(v) regarding companies or limited liability partnerships including acquisition and disposals; and</p> <p>(vi) which is deemed significant in terms of impact on the Council’s revenue or capital (to be determined by the Head of Paid Service and/or Section 151 Officer in consultation with the Leader);</p> <p>(c) without limiting the generality of responsibility for cross-cutting policies (at (a) above), lead on behalf of the Council:</p> <p>(i) in matters concerning relationships with HM Government, the Liverpool City Region Combined Authority and other major public and non-public bodies;</p> <p>(d) appoint Council representatives as required;</p> <p>(e) nominate councillors and other persons to outside bodies; and</p> <p>(f) undertake responsibility for developing and monitoring the enabling corporate services, including, finance and investment, project support and risk management, strategic procurement and commercial strategies, ICT, property and asset management, human resources and organisational development, law and governance, communications and public affairs, emergency planning and business continuity.</p>
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Adult Social Care and Public Health Services (8 seats, Quorum ¼ of Membership)

Days & times of operation	Weekdays 6pm
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Frequency & Timing	<table border="1" data-bbox="502 230 1232 577"> <thead> <tr> <th>Year</th> <th># of Mtgs</th> <th>Total Hours</th> <th>Av Hours</th> </tr> </thead> <tbody> <tr> <td>Y1</td> <td>8</td> <td>15h 40m</td> <td>1h 57m</td> </tr> <tr> <td>Y2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y3</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y4</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y5</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y6</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y7</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y8</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year	# of Mtgs	Total Hours	Av Hours	Y1	8	15h 40m	1h 57m	Y2				Y3				Y4				Y5				Y6				Y7				Y8			
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Location of operation	Single central building																																				
Core functions	<p>The Adult Social Care and Public Health Committee is responsible for the Council's adult social care and preventative and community based services. This includes the commissioning and quality standards of adult social care services, incorporating responsibility for all of the services, from protection to residential care, that help people live fulfilling lives and stay as independent as possible as well as overseeing the protection of vulnerable adults. The Adult Social Care and Public Health Committee is also responsible for the promotion of the health and wellbeing of the people in the Borough.</p> <p>The Committee is charged by full Council to undertake responsibility for:-</p> <p>a) adult social care matters (e.g., people aged 18 or over with eligible social care needs and their carers);</p> <p>b) promoting choice and independence in the provision of all adult social care</p> <p>c) all Public Health functions (in co-ordination with those functions reserved to the Health and Wellbeing Board and the Overview and Scrutiny Committee's statutory health functions);</p> <p>d) providing a view of performance, budget monitoring and risk management in relation to the Committee's functions; and</p> <p>e) undertaking the development and implementation of policy in relation to the Committee's functions, incorporating the assessment of outcomes, review of effectiveness and formulation of recommendations to the Council, partners and other bodies, which shall include any decision relating to:</p> <p>(i) furthering public health objectives through the development of partnerships with other public bodies, community, voluntary and charitable groups and through the improvement and integration of health and social care services;</p>																																				

	<p>(ii) functions under or in connection with partnership arrangements made between the Council and health bodies pursuant to Section 75 of the National Health Service Act 2006 (“the section 75 Agreements”)</p> <p>(iii) adult social care support for carers;</p> <p>(iv) protection for vulnerable adults;</p> <p>(v) supporting people;</p> <p>(vi) drug and alcohol commissioning;</p> <p>(vii) mental health services; and Part 3 – Responsibility for Functions (B) - Committee Terms of Reference Pg 11 (28th September 2020)</p> <p>(viii) preventative and response services, including those concerning domestic violence.</p> <p>f) a shared responsibility with the Children, Young People and Education Committee for ensuring the well-being and support of vulnerable young people and those at risk of harm as they make the transition into adulthood</p> <p>Statutory Functions:</p> <p>Enquiries and Policy Development -The Committee may undertake enquiries and investigate the available options for future direction in policy development and may appoint advisors and assessors to assist them in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations.</p> <p>Overview and Scrutiny - The Committee may scrutinise and review decisions made or actions taken by the Authority in so far as they have a direct impact on the role or functions of the committee and the Committee can make recommendations to the relevant Committee on policies, budget and service delivery. Overview and scrutiny of the Council is an important part of the Committee’s remit as part of a ‘doing and reviewing’ approach. Upon conclusion of a scrutiny exercise the Committee will produce a report containing recommendations for decision by the Policy and Resources Committee or other Committee as may be relevant. In doing so, the Committee shall have regard to the overview and scrutiny means of working set out at Part 4(4) of this Constitution.</p> <p>Stakeholders - The Committee may invite stakeholders to address the committee on issues of local concern and/or answer questions in so far as it impacts directly or indirectly on the role of functions of the committee.</p>
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Children, Young People & Education Committee (9 seats, Quorum ¼ of Membership)

Days & times of operation	Weekdays 6pm
Frequency & Timing	

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Location of operation	Single central building																																				
Core functions	<p>The Children, Young People and Education Committee is responsible for services which help keep children and young people safe and fulfil their potential. It incorporates schools and attainment, and social care for children and families. It has a particular focus on those children who are in care, and for whom the Council has corporate parenting responsibility.</p> <p>The Committee is charged by full Council to undertake responsibility for:-</p> <p>(a) exercising management, oversight and delivery of services to children and young people in relation to their care, wellbeing, education or health, with the exception of any powers reserved to full Council;</p> <p>(b) the functions and powers conferred on or exercisable by the Council as Local Authority in relation to the provision of education;</p> <p>(c) working with all schools (including academies) in relation to raising standards of attainment and developing opportunities;</p> <p>(d) leading for the Council and its partners in the discharge the Council's functions as Corporate Parent for its children in care and care leavers;</p> <p>(e) any other functions comprised in partnership arrangements with other bodies connected with the delivery of services for children, young people and families;</p> <p>(f) providing a view of performance, budget monitoring and risk management in relation to the Committee's functions;</p>																																				

	<p>(g) undertaking the development and implementation of policy in relation to the Committee's functions, incorporating the assessment of outcomes, review of effectiveness and formulation of recommendations to the Council, partners and other bodies, which shall include any decision relating to:</p> <p>child protection;</p> <p>children's centres;</p> <p>education, schools and settings;</p> <p>looked after children;</p> <p>mental health services;</p> <p>safeguarding;</p> <p>special educational needs and disability (SEND);</p> <p>youth offending services;</p> <p>youth services; and</p> <p>social and education transport</p> <p>Statutory Functions:</p> <p>Enquiries and Policy Development -The Committee may undertake enquiries and investigate the available options for future direction in policy development and may appoint advisors and assessors to assist them in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations.</p> <p>Overview and Scrutiny - The Committee may scrutinise and review decisions made or actions taken by the Authority in so far as they have a direct impact on the role or functions of the committee and the Committee can make recommendations to the relevant Committee on policies, budget and service delivery. Overview and scrutiny of the Council is an important part of the Committee's remit as part of a 'doing and reviewing' approach. Upon conclusion of a scrutiny exercise the Committee will produce a report containing recommendations for decision by the Policy and Resources Committee or other Committee as may be relevant. In doing so, the Committee shall have regard</p>
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	<p>to the overview and scrutiny means of working set out at Part 4(4) of this Constitution.</p> <p>Stakeholders - The Committee may invite stakeholders to address the committee on issues of local concern and/or answer questions in so far as it impacts directly or indirectly on the role of functions of the committee</p>
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Housing Committee (9 Seats, Quorum ¼ of Membership)

Days & times of operation	Wednesdays, 6pm																																				
Frequency & Timing	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Year</th> <th># of Mtgs</th> <th>Total Hours</th> <th>Av Hours</th> </tr> </thead> <tbody> <tr> <td>Y1</td> <td>4</td> <td>4h 11m*</td> <td>1h 2m</td> </tr> <tr> <td>Y2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y3</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y4</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y5</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y6</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y7</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y8</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"><i>* Details of 1 meeting kept private, unable to ascertain information from desktop exercise</i></p>	Year	# of Mtgs	Total Hours	Av Hours	Y1	4	4h 11m*	1h 2m	Y2				Y3				Y4				Y5				Y6				Y7				Y8			
Year	# of Mtgs	Total Hours	Av Hours																																		
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Y4																																					
Y5																																					
Y6																																					
Y7																																					
Y8																																					
Location of operation	Single Central Building																																				
Core functions	<p>The Housing Committee has responsibility for taking a strategic approach to the Council’s various housing functions, including issues concerning social rented and affordable housing, homelessness, allocations and standards of housing.</p> <p>The Committee is charged by full Council to undertake responsibility for:-</p> <p>(a) the Authority’s role and functions in relation to strategic and private sector housing policies and as the housing authority, including but not limited to</p> <ul style="list-style-type: none"> (i) the Council’s Housing Strategy; (ii) homelessness and the allocation of housing; (iii) private sector housing, including taking action to remedy overcrowding, disrepair, unfitness and statutory nuisances; to promote fire safety in private sector housing and the Council’s functions in relation to houses in multiple occupation; (iv) licensing schemes; (v) tenancy relations and the provision of housing advice; (vi) relationship with Registered Providers of housing; 																																				

- (vii) housing loans and grants;
 - (viii) housing related support services; and
 - (ix) policies and actions with a view to reducing and eliminating street homelessness to ensure that appropriate action is taken;
- (b) analysis, development and overview of housing policies in terms of spatial planning to submit to the Economy, Regeneration and Development Committee to inform the Local Plan and planning policies;
- (c) providing a view of performance, budget monitoring and risk management in relation to the Committee's functions; and
- (d) undertaking the development and implementation of policy in relation to the Committee's functions, incorporating the assessment of outcomes, review of effectiveness and formulation of recommendations to the Council, partners and other bodies, which shall include any decision relating to the above functions.

Statutory Functions

Enquiries and Policy Development - The Committee may undertake enquiries and investigate the available options for future direction in policy development and may appoint advisors and assessors to assist them in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations.

Overview and Scrutiny - The Committee may scrutinise and review decisions made or actions taken by the Authority in so far as they have a direct impact on the role or functions of the committee and the Committee can make recommendations to the relevant Committee on policies, budget and service delivery. Overview and scrutiny of the Council is an important part of the Committee's remit as part of a 'doing and reviewing' approach. Upon conclusion of a scrutiny exercise the Committee will produce a report containing recommendations for decision by the Policy and Resources Committee or other Committee as may be relevant. In doing so, the Committee shall have regard to the overview and scrutiny means of working set out at Part 4(4) of this Constitution.

Stakeholders - The Committee may invite stakeholders to address the committee on issues of local concern and/or answer questions in so far as it impacts directly or indirectly on the role of functions of the committee

Tourism, Communities & Culture Committee (9 Seats, Quorum ¼ of Membership)

Days & times of operation	Wednesdays, 6pm			
Frequency & Timing				
	Year	# of Mtgs	Total Hours	Av Hours
	Y1	7	13h 30m	1h 55m

		Y2			
		Y3			
		Y4			
		Y5			
		Y6			
		Y7			
		Y8			
Location of operation	Single Central Building				
Core functions	<p>The Tourism, Communities, Culture and Leisure Committee has responsibility for customer contact, community development and community services. including all of those functions related to community safety and also those regarding the promotion of community engagement.</p> <p>The Committee is charged by full Council to undertake responsibility for the Council's role and functions:-</p> <p>(a) for customer and community contact services, including various offices and meeting points, customer contact centres and advice and transaction services</p> <p>(b) community engagement, incorporating the Council's approach to equalities, inclusion communities, neighbourhoods and the voluntary and charitable sector, community wealth building and social value;</p> <p>(c) in considering options and develop proposals for neighbourhood arrangements, including capacity building, use of assets and devolving powers and services to neighbourhoods;</p> <p>(d) for the provision and management of leisure, sports and recreation facilities;</p> <p>(e) for delivery of the authority's library and museums services, including but not limited to art galleries, historic buildings and their gardens and the functions of the Council regarding public records, and the Council's</p> <p>(f) concerning tourism, the arts, culture and heritage, including provision of theatre, entertainments, conferences and events;</p> <p>(g) in relation to bereavement services and support to the Coroner's service;</p> <p>(h) regarding community safety, crime and disorder and all associated matters;</p>				

(i) for trading standards and environmental health, including but not limited to:

- (i) consumer protection;
- (ii) product safety;
- (iii) fair trading;
- (iv) metrology;
- (v) food standards and animal health;
- (vi) air pollution control;
- (vii) health and safety at work (except in so far as it relates to the Council as an employer);
- (viii) public conveniences;
- (ix) food safety; and
- (x) control of nuisances;

(j) in respect of emergency planning and community resilience (community, regulatory and asset services);

(k) providing a view of performance, budget monitoring and risk management in relation to the Committee's functions; and

(l) undertaking the development and implementation of policy in relation to the Committee's functions, incorporating the assessment of outcomes, review of effectiveness and formulation of recommendations to the Council, partners and other bodies, which shall include any decision relating to the above functions.

Statutory Functions

Enquiries and Policy Development -The Committee may undertake enquiries and investigate the available options for future direction in policy development and may appoint advisors and assessors to assist them in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations.

Overview and Scrutiny - The Committee may scrutinise and review decisions made or actions taken by the Authority in so far as they have a direct impact on the role or functions of the committee and the Committee can make recommendations to the relevant Committee on policies, budget and service delivery. Overview and scrutiny of the Council is an important part of the Committee's remit as part of a 'doing and reviewing' approach. Upon conclusion of a scrutiny exercise the Committee will produce a report containing recommendations for decision by the Policy and Resources Committee or other Committee as may be relevant. In doing so, the Committee shall have regard to the overview and scrutiny means of working set out at Part 4(4) of this Constitution.

Stakeholders - The Committee may invite stakeholders to address the committee on issues of local concern and/or answer questions in

so far as it impacts directly or indirectly on the role of functions of the committee.

Economy, Regeneration & Development Committee (10 seats, Quorum ¼ of Membership)

Days & times of operation	Weekdays, 6pm																																				
Frequency of operation	<table border="1"> <thead> <tr> <th>Year</th> <th># of Mtgs</th> <th>Total Hours</th> <th>Av Hours</th> </tr> </thead> <tbody> <tr> <td>Y1</td> <td>5</td> <td>Min 4h 37m*</td> <td>55m</td> </tr> <tr> <td>Y2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y3</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y4</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y5</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y6</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y7</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y8</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><i>* Details of 2/5 meetings kept private, unable to ascertain information from desktop exercise</i></p>	Year	# of Mtgs	Total Hours	Av Hours	Y1	5	Min 4h 37m*	55m	Y2				Y3				Y4				Y5				Y6				Y7				Y8			
Year	# of Mtgs	Total Hours	Av Hours																																		
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Y6																																					
Y7																																					
Y8																																					
Location of operation	Single central building																																				
Core functions	<p>The Economy, Regeneration and Development Committee has responsibility for developing and delivering a vision for ExampleB as a place. It is responsible for developing and determining or recommending all planning and transport policies, including the Local Plan, and infrastructure planning. It is also responsible for promoting regeneration, economic development and associated activities, including the tourism, culture and visitor economy, and for removing barriers to growth.</p> <p>The Committee is charged by full Council to undertake responsibility for:</p> <p>(a) development and delivery of the Council’s strategic objectives for planning, sustainability and transportation;</p> <p>(b) developing and recommending those plans and strategies which together comprise the Local Plan, subject to the time limited transfer of these functions to the Local Plan Steering Sub-Committee (set out at paragraph 1.7 above) until such time as the Local Plan in development 2020/21 is adopted;</p>																																				

	<p>(c) developing and adopting or recommending (if reserved to Council) other spatial planning documents, including but not limited to:</p> <ul style="list-style-type: none"> (i) supplementary planning documents (SPD) and planning policy advice notes; (ii) Master Plans and development briefs; (iii) The Infrastructure Delivery Plan; and (iv) [The Community Infrastructure Levy (CIL) when applicable]; <p>(d) economic development, including but not limited to infrastructure, enterprise, skills and seeking, securing and managing external funds to achieve that, directly or in partnership with joint ventures and external companies or bodies as well as with the Combined Authority and government bodies;</p> <p>(e) the Council’s functions and partnerships regarding the promotion of economic growth and the establishment and development of business;</p> <p>(f) the promotion and development of the economic factors in the area, such as seeking to ensure sufficient and appropriate employment sites, investment, adult skills, apprenticeship schemes, productivity, development sites and so forth;</p> <p>(g) overseeing the progress of major projects (including major building, infrastructure or other projects involving the erection or significant alteration of major permanent structures or landmarks) undertaken by the Council directly or as enabler, funder or joint enterprise partner, including but not limited to the ExampleB Growth Company LLP;</p> <p>(h) reviewing major projects and any project boards having regard to capacity to deliver, corporate priorities and resources, and advise the Policy and Resources Committee as appropriate;</p> <p>(i) providing a view of performance, budget monitoring and risk management in relation to the Committee’s functions; and</p> <p>(j) undertaking the development and implementation of policy in relation to the Committee’s functions, incorporating the assessment of outcomes, review of effectiveness and formulation of recommendations to the Council, partners and other bodies, which shall include any decision relating to the above functions.</p>
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	<p>Statutory Functions: Enquiries and Policy Development -The Committee may undertake enquiries and investigate the available options for future direction in policy development and may appoint advisors and assessors to assist them in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations.</p> <p>Overview and Scrutiny - The Committee may scrutinise and review decisions made or actions taken by the Authority in so far as they have a direct impact on the role or functions of the committee and the Committee can make recommendations to the relevant Committee on policies, budget and service delivery. Overview and scrutiny of the Council is an important part of the Committee's remit as part of a 'doing and reviewing' approach. Upon conclusion of a scrutiny exercise the Committee will produce a report containing recommendations for decision by the Policy and Resources Committee or other Committee as may be relevant. In doing so, the Committee shall have regard to the overview and scrutiny means of working set out at Part 4(4) of this Constitution.</p> <p>Stakeholders - The Committee may invite stakeholders to address the committee on issues of local concern and/or answer questions in so far as it impacts directly or indirectly on the role of functions of the committee</p>
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Environment, Climate Emergency and Transport Committee (9 seats, Quorum ¼ of membership)

Days & times of operation	Weekdays, 6pm																																				
Frequency & Timings	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Year</th> <th style="width: 15%;"># of Mtgs</th> <th style="width: 25%;">Total Hours</th> <th style="width: 15%;">Av Hours</th> </tr> </thead> <tbody> <tr> <td>Y1</td> <td>6</td> <td>18h 17m</td> <td>3h 2m</td> </tr> <tr> <td>Y2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y3</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y4</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y5</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y6</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y7</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y8</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year	# of Mtgs	Total Hours	Av Hours	Y1	6	18h 17m	3h 2m	Y2				Y3				Y4				Y5				Y6				Y7				Y8			
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	Y8																																				
Location of operation	Single central building																																				

Core functions	<p>The Environment, Climate Emergency and Transport Committee has responsibility for parks and open spaces, highways management and infrastructure, coastal protection and flood defence and environment and waste matters. It is the Committee that leads on behalf of the Council in responding to and matters concerning the Climate Emergency.</p> <p>The Committee is charged by full Council to undertake responsibility for the Council's role and functions:-</p> <p>(a) in co-ordinating the response to cross-cutting sustainability issues such as reducing carbon emissions, air quality issues, climate change response, improving resource efficiency and developing sustainable energy;</p> <p>(b) in relation to all highways matters and as highway authority, street authority, bridge authority, including but not limited to public open spaces, street furniture on the highway and open spaces or parts of open spaces immediately adjacent to the highway;</p> <p>(c) in relation to traffic management and transport and as traffic authority, including but not limited to public passenger transport and the co-ordination of transport for service users, traffic orders and rights of way issues;</p> <p>(d) in relation to parking, including on and off-street parking and civil parking enforcement;</p> <p>(e) in respect of parks, open spaces, countryside management, allotments, playgrounds and cemeteries, including arboriculture, gardening and warden services;</p> <p>(f) in relation to the management of authorised and unauthorised sites and encampments, this to include all activities necessary or incidental to the Council's performance of its responsibilities in relation to Gypsies, Roma and Travellers;</p> <p>(g) in relation to waste and as waste collection authority, litter authority, including but not limited to dealing with litter, street cleansing, abandoned vehicles and dog fouling, and the Council's relationship with Merseyside Recycling & Waste</p>
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	<p>Authority (MRWA) as the joint waste disposal authority;</p> <p>(h) as coast protection authority and lead local flood authority;</p> <p>(i) in respect of emergency planning and community resilience (infrastructure and contract services);</p> <p>(j) providing a view of performance, budget monitoring and risk management in relation to the Committee's functions; and</p> <p>(k) undertaking the development and implementation of policy in relation to the Committee's functions, incorporating the assessment of outcomes, review of effectiveness and formulation of recommendations to the Council, partners and other bodies, which shall include any decision relating to the above functions.</p> <p>Statutory Functions:</p> <p>Enquiries and Policy Development -The Committee may undertake enquiries and investigate the available options for future direction in policy development and may appoint advisors and assessors to assist them in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations.</p> <p>Overview and Scrutiny - The Committee may scrutinise and review decisions made or actions taken by the Authority in so far as they have a direct impact on the role or functions of the committee and the Committee can make recommendations to the relevant Committee on policies, budget and service delivery. Overview and scrutiny of the Council is an important part of the Committee's remit as part of a 'doing and reviewing' approach. Upon conclusion of a scrutiny exercise the Committee will produce a report containing recommendations for decision by the Policy and Resources Committee or other Committee as may be relevant. In doing so, the Committee shall have regard to the overview and scrutiny means of working set out at Part 4(4) of this Constitution.</p>
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	Stakeholders - The Committee may invite stakeholders to address the committee on issues of local concern and/or answer questions in so far as it impacts directly or indirectly on the role of functions of the committee
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Urgency Committee (1 Seat, Quorum ¼ of membership)

Days & times of operation	Weekdays, 6pm																																				
Frequency & Timings	<p>Has never been called</p> <table border="1"> <thead> <tr> <th>Year</th> <th># of Mtgs</th> <th>Total Hours</th> <th>Av Hours</th> </tr> </thead> <tbody> <tr><td>Y1</td><td></td><td></td><td></td></tr> <tr><td>Y2</td><td></td><td></td><td></td></tr> <tr><td>Y3</td><td></td><td></td><td></td></tr> <tr><td>Y4</td><td></td><td></td><td></td></tr> <tr><td>Y5</td><td></td><td></td><td></td></tr> <tr><td>Y6</td><td></td><td></td><td></td></tr> <tr><td>Y7</td><td></td><td></td><td></td></tr> <tr><td>Y8</td><td></td><td></td><td></td></tr> </tbody> </table> <p><i>No information available via desktop exercise</i></p>	Year	# of Mtgs	Total Hours	Av Hours	Y1				Y2				Y3				Y4				Y5				Y6				Y7				Y8			
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Y7																																					
Y8																																					
Location of operation	Single central building																																				
Core functions	<p>If a decision on an issue is required as a matter of urgency, and if time allows under the provisions of the Access to Information Rules as set out at Part 4(2) of this Constitution, then a Committee will be called comprising of the Leader and/or the Deputy Leader together with the Group Leaders or other members of Opposition Groups such as are required to meet political balance rules. The decision may be within the terms of reference of another committee, but this will not invalidate the decision as the arrangements to discharge the function in cases of urgency.</p> <p>A matter of urgency sufficient to call this committee will be as determined by the Leader or, in the absence of the Leader, two of the Group Leaders (or Deputy Leader) with advice from one or more statutory chief officers. The Committee must consult with the Chair of the relevant Committee wherever it is reasonable and practicable to do so.</p> <p>In all cases the reason for the urgency shall be clearly stated and recorded in the minutes of the</p>																																				

	meeting and reported to the next meeting of Full Council.
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Statutory Scrutiny- Partnerships Committee (Seats TBC, Quorum a quarter of membership, no less than 4)

Days & times of operation	Weekdays 6pm																																				
Frequency & Timings	<table border="1"> <thead> <tr> <th>Year</th> <th># of Mtgs</th> <th>Total Hours</th> <th>Av Hours</th> </tr> </thead> <tbody> <tr> <td>Y1</td> <td>4</td> <td>10h 07m</td> <td>2h 31m</td> </tr> <tr> <td>Y2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y3</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y4</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y5</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y6</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y7</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Y8</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year	# of Mtgs	Total Hours	Av Hours	Y1	4	10h 07m	2h 31m	Y2				Y3				Y4				Y5				Y6				Y7				Y8			
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Y4																																					
Y5																																					
Y6																																					
Y7																																					
Y8																																					
Location of operation	Remotely via Teams and Single Central Building																																				
Core functions	<p>The Council has a number of additional statutory scrutiny functions as part of its Overview and Scrutiny Arrangements, which include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> matters relating to the health of the authority's population and can make recommendations to health bodies or other relevant authorities (and on a shared basis where matters also concern neighbouring Cheshire West and Chester Council area); and <input type="checkbox"/> the power to scrutinise the activities of those responsible for crime and disorder strategies, which is the Council and the police, as embodied by the Safer ExampleB Partnership <p>The Council has determined that these overview and scrutiny functions are to be carried out by the Partnerships Committee, which will also scrutinise the functions and responsibilities undertaken by other bodies within the Borough, in addition to the joint committees for specific purposes with neighbouring authorities. The process for this is set out in Part 4(3) of this Constitution</p>																																				

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