

Example D

Key Authority Comparable Stats

Approx. Population	179,142																				
Type of authority	London Borough																				
Number of Wards	16																				
Number of Members	48																				
Political Proportionality	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Party</th> <th>Members</th> <th>Proportionality</th> </tr> </thead> <tbody> <tr> <td>Lib-Dem</td> <td>37</td> <td>77%</td> </tr> <tr> <td>Conservative</td> <td>9</td> <td>19%</td> </tr> <tr> <td>Independent</td> <td>1</td> <td>2%</td> </tr> <tr> <td>Green</td> <td>1</td> <td>2%</td> </tr> <tr> <td>Grand Total</td> <td>48</td> <td>100%</td> </tr> </tbody> </table>			Party	Members	Proportionality	Lib-Dem	37	77%	Conservative	9	19%	Independent	1	2%	Green	1	2%	Grand Total	48	100%
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Current Council Structure	<pre> graph TD CE[Chief Executive] --> DCS[Director Children's Services] CE --> EDPlace[Executive Director Place] CE --> EDC[Executive Director of Corporate & Communities] CE --> GC[General Counsel] CE --> EDASCH[Executive Director Adult Social Care & Health] CE --> DPH[Director of Public Health & Assistant Director of Healthy & Safe Communities] </pre>																				
Committee Model since	May 2013																				

Observations made in moving to Committee Model

Discuss with Authority

Key Committee Comparable Stats

Is there a LAC Model also in place?	Yes (Neighbourhood Committees)
Statutory Scrutiny Only?	Yes
Separate Scrutiny or	Separate

Embedded?	
Scrutiny Decision Making	<p>Health Overview and Scrutiny Panel to oversee statutory health requirements.</p> <p>A Scrutiny Panel whose purpose is to deal with Call-Ins. Call-Ins can also apply to decisions made by Neighbourhood Committees. Membership is made up of Members of the Council including three representatives of Opposition Groups.</p> <p>In addition there is also the Audit & Governance & Standards Committee whose role is to provide an independent and high level focus on audit, assurance and reporting arrangements that underpin good governance and financial standards. Its purpose is to provide independent assurance to members and those charged with governance, on the adequacy of the risk management framework and internal control environment. It provides an independent review of the Council's governance, risk management and control frameworks and oversees financial reporting, annual governance processes and internal audit and external audit.</p>
	There are 3 Strategic Committees aligned to Portfolios and the chairs of each Committees are the Portfolio Holders. There are then a number of other regulatory, advisory, statutory and Governance Committees and Panels.
Do the Committees all work in the same way?	Strategic Committees take place at 7:30pm on weekdays
Front Doors into Committees	Discuss with Authority
Cross Cutting Issue Process	While not stated as an overarching Committee, Corporate & Resources Committee is the principal means by which advice on strategic policy and plan is given and advises the Council, as necessary, on strategic issues. This Committee can exercise the powers of any of the other Strategic Committees in cases where determination of a matter is urgent, subject to the approval of the Chair of the relevant Committee and the Leader of the Council. There is also a temporary Response & Recovery Committee in operation following the pandemic.
Decisions taken by Committee Process	<ul style="list-style-type: none"> - The Council operates the "committee" form of governance. This means that the Full Council appoints 3 Strategic Committees . The Strategic Committees are responsible for most of the significant policy and related decisions of the Council. Day to day decisions are the responsibility of council officers as set out in Part 3 of the constitution. - Committees are appointed by the Council and their membership reflects the political proportionality of the council. Councillors are appointed to chair each Committee and are responsible for a particular area of the Council's activities ("portfolios"). Committee Chairs are also called Portfolio Holders. - The Council also appoints a number of Committees to deal with regulatory aspects of the Council's functions, for example, audit ,

	planning and licensing.
Urgent Decision Making	<p>To be taken by the Chief Executive or in his/her absence the Deputy Chief Executive (or in their absence their nominee) in consultation with the Chairman and/or Vice-Chairman of the relevant committee or sub-committee has delegated authority to take decision subject to the following requirements being met:</p> <ul style="list-style-type: none"> - The decision-maker is satisfied that the matter is urgent and cannot await the next meeting of the decision-making body, or an urgently convened meeting. - The decision is reported for information to the next available meeting of the decision-making body. The Leaders of all Opposition Groups have been notified of the matter and have been invited to make representations. - The provisions of legislation are complied with. - Advice has been taken from the Council's Monitoring Officer and Section 151 Officer. - All Members of the Council are notified of the decision taken by electronic means. If a decision is deemed an urgent decision caused by a failure to plan appropriately or work without due regard to timeliness, the circumstances giving rise to the need for the decision should be subject to a formal report to the Audit and Governance Committee.

Roles

Role of Lord Mayor	<p>The Mayor will be elected by the Council annually. The Mayor will have the following responsibilities:</p> <ul style="list-style-type: none"> - To appoint a Deputy Mayor; - To uphold and promote the purposes of the Constitution, and to interpret the Constitution when necessary; - 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; - To ensure that the Council meeting is a forum for the debate of matters of concern to the local community; - At the Mayor's discretion to exercise a second or casting vote where there is an equality of votes on any matter under consideration by the Council; - To promote public involvement in the Council's activities; - To be the conscience of the Council; - To attend such civic and ceremonial functions as the Council and they determines appropriate. <p>In the year in which the Council elections are held the Mayor shall remain in office until a successor is appointed, whether or not they have been re-elected as a Councillor (Local Government Act 1972, Schedule 2). In the event of there being an equality of votes on the election of a successor, the retiring Mayor may use a casting vote to break the deadlock,</p>
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	even if no longer a Councillor.
Role of Leader of the Council	The Leader of the Council is selected by the political group that has a majority of seats on the Council and is appointed on a year by year basis. The Leader of the Council is responsible for the overall political leadership and strategic direction of the Council. The Leader of the Council may appoint up to 10 Portfolio Holders, each of whom will have oversight of a portfolio of service areas / activities. Subject to the formal decision of the Council, Portfolio Holders shall be appointed Chairs of the relevant Strategic Committees,. The Chief Executive, as principal policy adviser, will ensure that the Leader and Portfolio Holders are provided with the appropriate advice and information to enable them to take informed decisions and they will have regard to such advice in reaching their decisions. As leader of a party political group, the Leader will not seek advice from the Chief Executive in relation to party political business. Attendance by the Chief Executive, or other officers of the Council, at political group meetings is, however, permissible in the circumstances set out in the Member/Officer Relationships Protocol. The Leader has no line management responsibilities for Council employees who are responsible to the Council as a whole. Any concerns over the performance of employees either individually or collectively will be referred by the Leader to the Chief Executive to address. Matters relating to the appointment, dismissal and disciplinary action in respect of employees are contained in the Procedural Standing Orders set out in the Council's Constitution.
Role of Deputy Leader of the Council	The role of the Leader/Deputy is not a formal legal role, but he or she is in practice the political head of the Council, and the Member with greatest responsibility for driving forward the broad policies of the Council. In the case of a joint administration, the Council will expect the Leader and Deputy Leader to share responsibilities between them and determine how the matters listed in paragraph XX are divided between them
Role of Committee Chairs	Committee chairs are also portfolio holders
Role of Deputy Chairs	Discuss with Authority

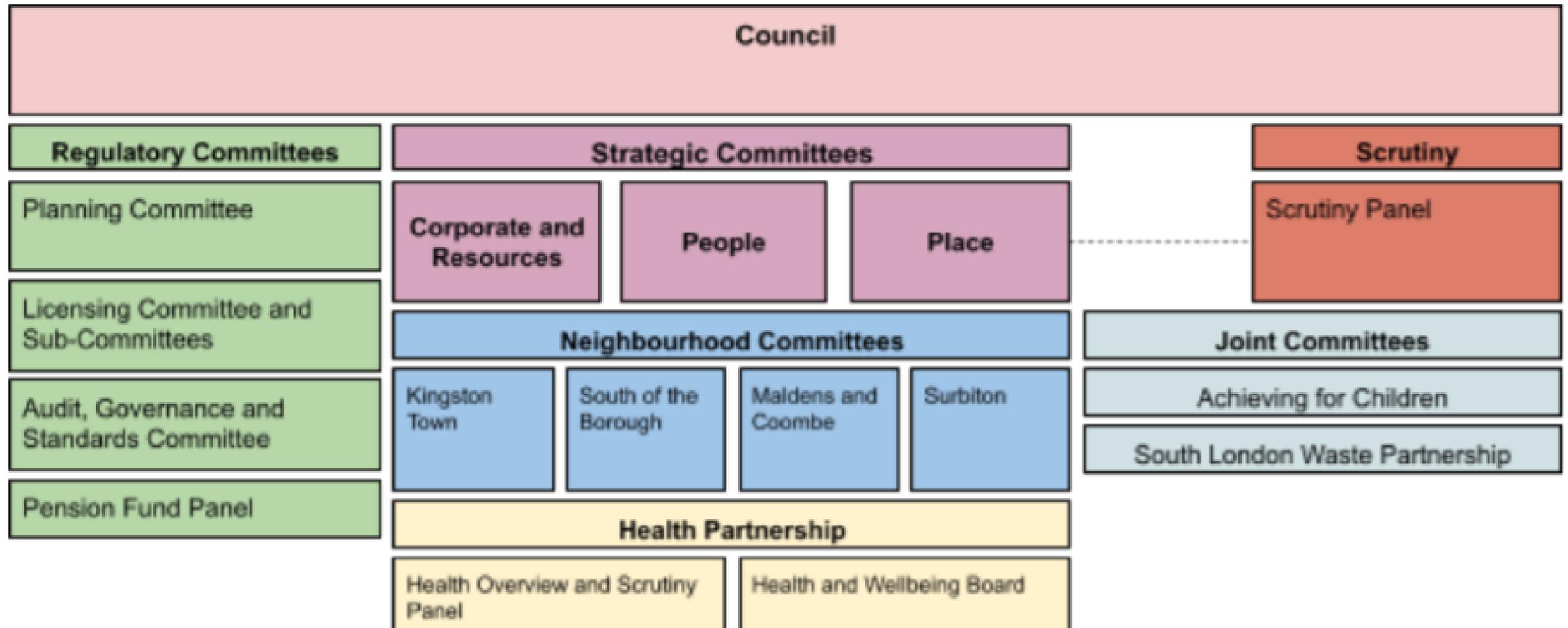
Time Demand of Model

Number of Bodies in Model	18
Total seats available	143
Politically proportionate seats available	115
Amount of Cllr time taken for the whole model annually	2202 hours 294 days 59 weeks
Number meetings annually	116 over the year 9 per month
Average per 1 Committee from this Model	122 hours annually 16 working days 3 weeks 6 meetings per year 1 (rounded up) per month

Average attendance for Cllrs	5 seats to fill 571 hours per annum 76 days per annum 15 weeks per annum 30 Committee meetings to attend 2 meetings per month
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SRAs Paid

Allowances	per annum
Leader of Council	£26,491.03
Deputy Leader	£19,560.34
Chair of Committees	£13,037.68
Chair of Health Overview / Audit, Governance & Standards Committees	£6,518.83



Themed Committees

Option D Authority has 3 Strategic Committees aligned to portfolio.

Corporate and Resources Committee (13 seats)

Days & times of operation	Weekdays 7.30pm								
Frequency & Timing	<p style="text-align: center;">Finance and Policy</p> <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>3</td> <td>5h 3m</td> <td>1hr 43m</td> </tr> </tbody> </table>	Year	# of Mtgs	Total Hours	Av Hours	Y1	3	5h 3m	1hr 43m
Year	# of Mtgs	Total Hours	Av Hours						
Y1	3	5h 3m	1hr 43m						
Location of operation	Single Central Building								
Core functions	<p>To be the principal means by which advice on strategic policy and plan is given and co-ordinated and to advise the Council, as necessary, on strategic issues. This to include: (a) allocating resources to spending committees and taking such action as necessary to effect the maintenance, extension or contraction of services; (b) preparing and keeping under review the Council's Medium Term Service and Financial Plan and Budget and recommending to the Council the levying of a Council Tax in respect of each financial year;</p> <p>To exercise the powers of any of the other Strategic Committees in cases where determination of a matter is urgent, subject to the approval of the Chair of the relevant Committee and the Leader of the Council. To consider and take any necessary action upon proposals for new legislation, Bills before Parliament, Acts of Parliament and other proceedings before Parliament affecting or likely to affect the interests of the Borough or its inhabitants generally where not the specific concern of any other committee(s). The promotion of Bills and Provisional and Statutory Orders in Parliament shall be dealt with by the Council.</p> <p>To maintain general oversight of the organisation, performance and operational working of the Council and to be responsible for the overall strategic direction of the Council including the following specific functions/activities:</p> <ul style="list-style-type: none"> - Revenue and Capital Monitoring and Expenditure - Recommendations to Council on the levying of Council Tax - Revenues and Benefits - Strategic Partnerships - Human Resources and Pensions - Investment Company - Assets, including the disposal or acquisition of land or property - Contracts and Commissioning 								

	<ul style="list-style-type: none"> - Equalities - Communications - Consultation & Engagement - Customer Contact - ICT & Digital - International Partnerships - Constitutional issues - Members Services - Electoral Services - Legal Affairs - Covid Recovery (incl related Task Forces)
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Place Committee 13 Members of the Council and five non voting co-opted Members representing; Sheltered Housing Panel (one from a pool of four representatives), Leaseholders Forum (must be a resident leaseholder living in the property as their only or principal home, Private Sector Landlords Forum, residents associations (must be a tenant) and the Registered Providers Forum seats)

Days & times of operation	Weekdays 7.30pm												
Frequency & Timing	<p>Intention for monthly</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="4" style="text-align: center;">Adults</th> </tr> <tr> <th style="text-align: center;">Year</th> <th style="text-align: center;"># of Mtgs</th> <th style="text-align: center;">Total Hours</th> <th style="text-align: center;">Av Hours</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Y1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2hr 22m + 1 untimed</td> <td style="text-align: center;">2hr 22m</td> </tr> </tbody> </table>	Adults				Year	# of Mtgs	Total Hours	Av Hours	Y1	2	2hr 22m + 1 untimed	2hr 22m
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Year	# of Mtgs	Total Hours	Av Hours										
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Location of operation	Single central building												
Core functions	<p>The Committee is responsible for the following functions and activities:</p> <ul style="list-style-type: none"> - Housing functions (incl. homelessness, Community housing, allocations, landlord functions in relation to Council owned housing, housing standards, housing strategy, housing licensing and enforcement) - HRA Revenue Account and capital programme - Estate Regeneration, including Cambridge Road - Private sector housing and leasing - Planning Policy - Building Control - Economic Development - Business & Skills - Cycling, Walking & Healthy Streets - Environment - Air Quality - Waste & Recycling - Biodiversity - Parks & Open Spaces - Street Scene - Transport & Public Transport 												

	<ul style="list-style-type: none"> - Highways Parking - HMO Licensing - Heritage, Culture and Arts - Museum Service - Libraries - Leisure Services - Adult Education - Tourism - Regulatory Services
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People Committee (13 Members of the Council, two General Practitioner Advisory Members advise on children’s and adults public health and two Church Members co-opted with voting rights in respect of matters relating to education.)

Days & times of operation	Weekdays 7.30 pm								
Frequency of operation	<p style="text-align: center;">Neighbourhoods</p> <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>3</td> <td>6h + 1 untimed</td> <td>3h</td> </tr> </tbody> </table>	Year	# of Mtgs	Total Hours	Av Hours	Y1	3	6h + 1 untimed	3h
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Location of operation	Single central building								
Core functions	<p>The Committee is responsible for the following functions and activities</p> <ul style="list-style-type: none"> - AFC Commissioning - 0-19 Education including Schools and School Place Planning - Special Educational Needs & Disabilities incl the SEND Transformation Plan - Children's Centre - Alternative Education Provision - Youth Service - Adults & Childrens Safeguarding - Looked After Children & Unaccompanied Asylum Seeking Children - Adult Social Care - Public Health - Mental Health - Dementia Nursing Home - Recommendations to Council on Schools Budget Estimates & schools Funding Formula - Early Years & Prevention - Childrens & Adults Health - Bereavement Services incl cemeteries & crematoria - Registration Services - Community Safety <p>The Committee also has responsibility, in collaboration with other boroughs, to discharge the functions listed below insofar as they relate to the ownership of the local authority company “Achieving for Children”</p> <ul style="list-style-type: none"> - Enter into any arrangement, contract or transaction 								

	<p>resulting in expenditure either with a capital value greater than £10,000 or revenue value greater than £10 million. Any expenditure of such revenue by the Company being less than £10 million shall be subject to the Company's own financial regulations and shall be subject to prior approval within the Business Plan and operating revenue budget, which shall be approved by each Council's relevant committee/executive in accordance with the Reserved Matters.</p> <ul style="list-style-type: none"> - Enter into any arrangement, contract or transaction where the Company is providing services to third parties without following the Trading Opportunity Evaluation Process as agreed by each Council. Such arrangements, contracts or transactions shall also be subject to prior approval within the Business Plan, which shall be approved by each Council in accordance with the Reserved Matters. - Enter into any borrowing, credit facility or investment arrangement (other than trade credit in the ordinary course of business) that has not been approved by each Council under the Financial Plan. - Appoint or remove any auditor of the Company. - Adopt or amend the Business Plan in respect of each financial year, which for the avoidance of doubt shall include the adoption and amendment of an operating revenue budget for the financial year to which it relates. - Adopt or amend the Financial Plan. - Enter into any arrangement, contract or transaction within, ancillary or incidental to the ordinary course of the Company's business or is otherwise than on arm's length terms. - Deal with any surpluses of the Company. - Appoint or remove any Company Directors (from the Achieving for Children Board). - Agree any terms for any Directors (but for the avoidance of doubt this does not include the terms and conditions of employment of Executive Directors as defined in the Articles of Association of the Company). - Agreeing changes in employment terms and conditions which would be inconsistent with the National Joint Council National Agreement on Pay and Conditions of Service and any changes to the pay and grading structure of the chief executive post of the Company.
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Audit, Standards & Governance Committee (Five Members of the Council, who should not be Portfolio Holders; 1 Independent member seats)

Days & times of operation	Weekdays 7.30pm
Frequency & Timings	

	Audit & Gov			
	Year	# of Mtgs	Total Hours	Av Hours
	Y1	1	58m	58m
	Y2	3	1 hr 30 m + 2 untimed	1hr 30m
Y3	3	2 h 18m + 1 untimed	1hr 9m	
Location of operation	Single central building			
Core functions	<p>The Audit, Governance and Standards Committee provides an independent and high level focus on audit, assurance and reporting arrangements that underpin good governance and financial standards. Its purpose is to provide independent assurance to members and those charged with governance, on the adequacy of the risk management framework and internal control environment. It provides an independent review of the Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.</p> <p>The Committee is also responsible for the promotion and maintenance of high standards of conduct amongst elected, co-opted and advisory members and employees of the Authority.</p> <p>Core Functions</p> <ul style="list-style-type: none"> - Approve internal audit's Charter, risk based plan and any significant changes to the plan. - To monitor delivery of the audit plan. - Review Internal Audit's work and performance to include consideration of the most significant issues arising from internal audit work; obtaining assurance that appropriate action is being taken on those issues, conformance with the Public Sector Internal Audit Standards and monitoring results of the Quality Assurance and Improvement Programme; - Consideration of the external auditor's opinions of financial statements and other reports addressed to those charged with governance in accordance with International Standards on Auditing; deciding any required initial response; obtaining assurance that appropriate action is being taken on any issues raised; initiating any appropriate recommendations to the Finance and Partnerships Committee formatters within their remit; and otherwise initiating any action or matter that the Committee considers appropriate in relation to these opinions and reports; - Review of the effectiveness of relationships between internal and external audit and inspection agencies and between those and the subjects and addressees of their reports; - Undertake a self assessment of the effectiveness of 			

	<p>the Audit, Governance and Standards Committee against the agreed terms of reference.</p> <ul style="list-style-type: none"> - Maintain an overview of the effectiveness of the Council's arrangements for corporate governance, particularly those concerned with risk management, internal control, financial governance, treasury management, value for money and counter fraud and corruption; obtaining assurance that appropriate action is being taken on any issues or risks raised; initiating any appropriate recommendations to the Finance and Partnerships Committee for matters within their remit; and otherwise initiating any action or matter that the Committee considers appropriate in relation to these issues; <p>On the Annual Statement of Accounts, the Annual Governance Statement and the Pension Fund accounts:</p> <ul style="list-style-type: none"> - Receive the accounts themselves and, following initial review of the appropriateness of accounting policies and questioning of the basis of the responsible financial officer's signature thereon, approve them for publication, subject to audit; - Receive and approve the Annual Governance Statement and ensure from its work and enquiries that it addresses the key governance weaknesses and areas for improvement. - Receive the external auditor's Annual Governance Report following audit of the accounts and, after reviewing and considering the matters raised therein and officers' responses thereto, submit it to the Finance and Partnerships Committee for their consideration and action as appropriate; - Monitor management action in response to issues raised in the action plan arising from the Annual Governance Statement and the external auditors' Annual Governance Report; - Initiate any appropriate recommendations to the Finance and Partnerships Committee or other action that the Committee considers appropriate in relation to these matters. - Approve the Anti Fraud framework, endorsing those elements of it which are within the Constitution and recommending these to Council for approval. <p>Standards Functions</p> <p>Also</p> <ul style="list-style-type: none"> - To promote and maintain high standards of conduct amongst elected, co-opted, and advisory members of the Authority. - Generally, to be responsible for matters relating to the declaration and registration of interests. - To advise the Council on the adoption or revision of a Code of Conduct for members, this is to include the monitoring of the operation and effectiveness and any
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	<p>updating of the Code as appropriate.</p> <ul style="list-style-type: none"> - To advise and assist in observing the Code, including arranging for the training of members in matters of conduct, and advice to individual members on such issues as the treatment of interests and, generally, on matters of conduct. - To hear and determine any appeals by Members against the Monitoring Officer's decisions on the grant of a dispensation. - To set up arrangements, including the establishment of a Sub –Committee, for the formal hearing of any complaints referred by the Monitoring Officer and to determine the procedure to be followed for any hearing. <p>Where, following a hearing, by the Committee or Sub Committee, a failure to comply with the Code of Conduct is found, the Committee may: a) impose one or more of the sanctions:</p> <ul style="list-style-type: none"> - Censuring or reprimanding the member; - Reporting the Committee's findings to Council for information; - Recommending to the member's Group Leader that they be removed from any or all Committees or Sub Committees of the Council. - In the case of ungrouped members or in respect of Committees to which the political balance requirements do not apply, recommend to Council that they be removed from any or all Committees or Sub-Committees of the Council; - Recommending to the Leader of the Council or Group Leader that the member be removed from particular Portfolio responsibilities; - Request that the member undertakes such training as may be specified (to be arranged by the MO); <p>OR b) refer the proposed imposition of one or more of the following sanctions for decision by Council:</p> <ul style="list-style-type: none"> - Removing from all outside appointments to which they have been appointed or nominated by the Council; - Withdrawing facilities provided to the member by the Council, such as a computer, website and/or email and Internet access; or - Excluding the member from the Council's offices or other premises, with the exception of meeting rooms as necessary for attending Council, Committee and Subcommittee meetings. - To maintain oversight of the operation of the Councillor Recall Scheme, receive and consider an annual report on its operation and recommend modifications to Council, and to determine whether any further action should be pursued in the event of a Councillor failing to abide by the requirements of the Scheme;
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	<ul style="list-style-type: none">- To advise on good practice generally through training and the adoption, where necessary of protocols- To adjudicate on any dispute as to entitlement to payments under the Dependent's Allowance Scheme, and any allegations of abuse of the Scheme. <p>Also</p> <ul style="list-style-type: none">- Approve internal audit's Charter, risk based plan and any significant changes to the plan.
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