

Example E

Key Authority Comparable Stats

Approx. Population	162,000																					
Type of authority	Unitary																					
Number of Wards	16																					
Number of Members	46																					
Political Proportionality	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Political 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;">Conservative</td> <td style="text-align: center;">10</td> <td style="text-align: center;">22%</td> </tr> <tr> <td style="text-align: center;">Labour</td> <td style="text-align: center;">25</td> <td style="text-align: center;">54%</td> </tr> <tr> <td style="text-align: center;">Green</td> <td style="text-align: center;">5</td> <td style="text-align: center;">11%</td> </tr> <tr> <td style="text-align: center;">LibDem</td> <td style="text-align: center;">2</td> <td style="text-align: center;">4%</td> </tr> <tr> <td style="text-align: center;">Labour & Coop</td> <td style="text-align: center;">4</td> <td style="text-align: center;">9%</td> </tr> <tr> <td style="text-align: center;">Grand Total</td> <td style="text-align: center;">46</td> <td style="text-align: center;">100%</td> </tr> </tbody> </table>	Political Party	Members	Proportionality	Conservative	10	22%	Labour	25	54%	Green	5	11%	LibDem	2	4%	Labour & Coop	4	9%	Grand Total	46	100%
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Current Council Structure	<pre> graph TD CE[Chief Executive] --> EN[Environment & Neighbourhood Services] CE --> ACHS[Adult Care & Health Services] CE --> CEHS[Children, Education & Early Help Services] CE --> RES[Resources] </pre>																					
Committee Model since	May 2013																					
Purpose of Policy Committees	<p>The committee system is composed of four standing committees (and two sub-committees) and six regulatory or other committees, as described in Articles 7 and 8. Each of the Committees (except the Health & Wellbeing Board) has a membership from all political groups on the Council, in proportion to their representation on the Council. Between them, the Committees have been delegated powers by the full Council which cover all of the authority's functions. The Committees are responsible both for taking day-to-day decisions in relation to the functions delegated to them, and also for setting and reviewing the policy framework relevant to those functions.</p>																					

	<p>The Policy Committee is the principal committee. It is comparable to Cabinet in some ways, but different in three important respects. Firstly, it is composed of Councillors from all political groups on the Council, and includes the Leaders of all of the political groups, and the Lead Councillors from the controlling group, all of whom are involved in its decision-making. Secondly, it will not normally take operational decisions on functions which have been delegated to other Committees, but it may do between planned meetings of those committees, and/or on grounds of urgency. Thirdly, it has a general oversight of strategy, policy and budget matters across the Council, including setting the policy framework for functions that cut across committees.</p> <p>Each Lead Councillor has a portfolio area, for which s/he is responsible and answerable to the Committee(s) responsible for the functions in the portfolio. All services of the Council fall within the portfolios of one or more of the Lead Councillors.</p> <p>The Council has retained a local definition of a “key decision”, which is a modification of that used previously when the authority was operating the Leader and Cabinet form of executive arrangement. This is set out in Article 13. Key decisions must be taken by a Committee or full Council. All Committee meetings will be open for the public to attend except where personal or confidential matters are being discussed. Committees will take decisions in line with the Council’s overall policies and budget. If a Committee wishes to make a decision which is outside the budget, or a policy which has to be adopted by full Council, then the Committee will recommend the decision to the Council as a whole to decide.</p>
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Quorum (1) The quorum for a meeting is the number of people required to be present before the meeting can take place or continue. The quorum for bodies set up by the Council shall be three unless specified otherwise and for the following meetings is as follows: Standing Committees (including Policy Committee) five Planning Applications Committee five Licensing Applications Committee four Licensing Applications Sub-Committees 1 and 2 two

Observations made in moving to Committee Model

- To check with Authority

Key Committee Comparable Stats

Is there a LAC Model also in place?	No
Statutory Scrutiny Only?	Yes
Separate Scrutiny or Embedded?	The Council has resolved not to appoint any separate overview and scrutiny committees.

	<p>The statutory overview and scrutiny functions of the authority will be exercised by each Committee with regard to the services, functions and partnerships covered by the Committee; and by the Policy Committee in respect of overview or scrutiny across Council services covered by more than one Committee.</p> <p>The statutory external scrutiny functions of the authority to be exercised by the relevant service committees, are as follows: a) Health: Adult Social Care, Children's Services & Education b) Crime and Disorder: Housing, Neighbourhoods and Leisure c) Flood risk management : Strategic Environment, Planning and Transport</p>
Scrutiny Decision Making	<p>Procedure Rules and Standing Orders relating to the exercise of the overview and scrutiny functions have been retained, and are set out in Part 4. Committees must resolve when they are undertaking an overview or scrutiny exercise; alternatively they may be requested to do so by full Council. Committees undertaking overview or scrutiny reviews can be involved in policy review and formulation, monitor performance, scrutinise the performance of other public bodies which are providing local services, and hold Lead Councillors and officers to account for the discharge of services. As a result, they may change their own policies and service delivery arrangements, or where appropriate make recommendations to full Council.</p>
Do the Committees all work in the same way?	To check with authority
Front Doors into Committees	To check with authority
Cross Cutting Issue Process	Decisions made by Policy Committee
Decisions taken by Committee Process	The Committees are responsible both for taking day-to-day decisions in relation to the functions delegated to them, and also for setting and reviewing the policy framework relevant to those functions.
Urgent Decision Making	<p>The Policy Committee may take urgent decisions on all functions of the authority, including on behalf of other Committees, and full Council, subject to the function not being reserved by statute to full Council or another Committee.</p> <p>An item of business will be urgent if the need for the decision could not have been foreseen at the preceding scheduled meeting of the relevant Committee, Policy Committee or full Council, and to delay taking the decision to the next scheduled meeting of either the relevant Committee or full Council would seriously prejudice either the Council's or the public's interests.</p>

Roles

Role of Lord Mayor	Ceremonial role to act as the first citizen of the Borough and to represent the Council at Civic and other functions where the Council is invited to be
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	<p>represented To promote the image of the Council in all functions involving the Council or the Mayoralty To attend such civic and ceremonial functions as the Council and he/she determines appropriate.</p> <p>b) Chairing the Council meeting The Mayor will be elected by the Council annually and will have the responsibility to preside over meetings of full Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the community.</p>
Role of Leader of the Council	The Leader is the leader of the controlling Group on the Council (Administration), and is also the Chair of the Policy Committee Under the Local Government Act 1972, there is no statutory power to delegate the exercise of any function of the authority to an individual Councillor. Therefore the Leader, Deputy Leader and Lead Councillors will have no statutory authority as individuals to exercise functions on behalf of the authority.
Role of Lead Councillor	<p>Political oversight and leadership of their portfolio area</p> <p>Collective oversight and leadership of the authority (together with the Leader and other Lead Councillors, as members of the Policy Committee)</p> <p>Public spokesperson for their portfolio area</p> <p>Presenting reports from portfolio services to their Committee(s), the Policy Committee and Council</p> <p>Answerable for service performance in their portfolio areas to Committee and Council</p>
Role of Deputy Leader of the Council	Deputy Leader, who is the Vice-Chair of the Policy Committee, the Deputy Leader will also be a Lead Councillor.
Role of Committee Chairs	Not available online
Role of Deputy Chairs	Not available online

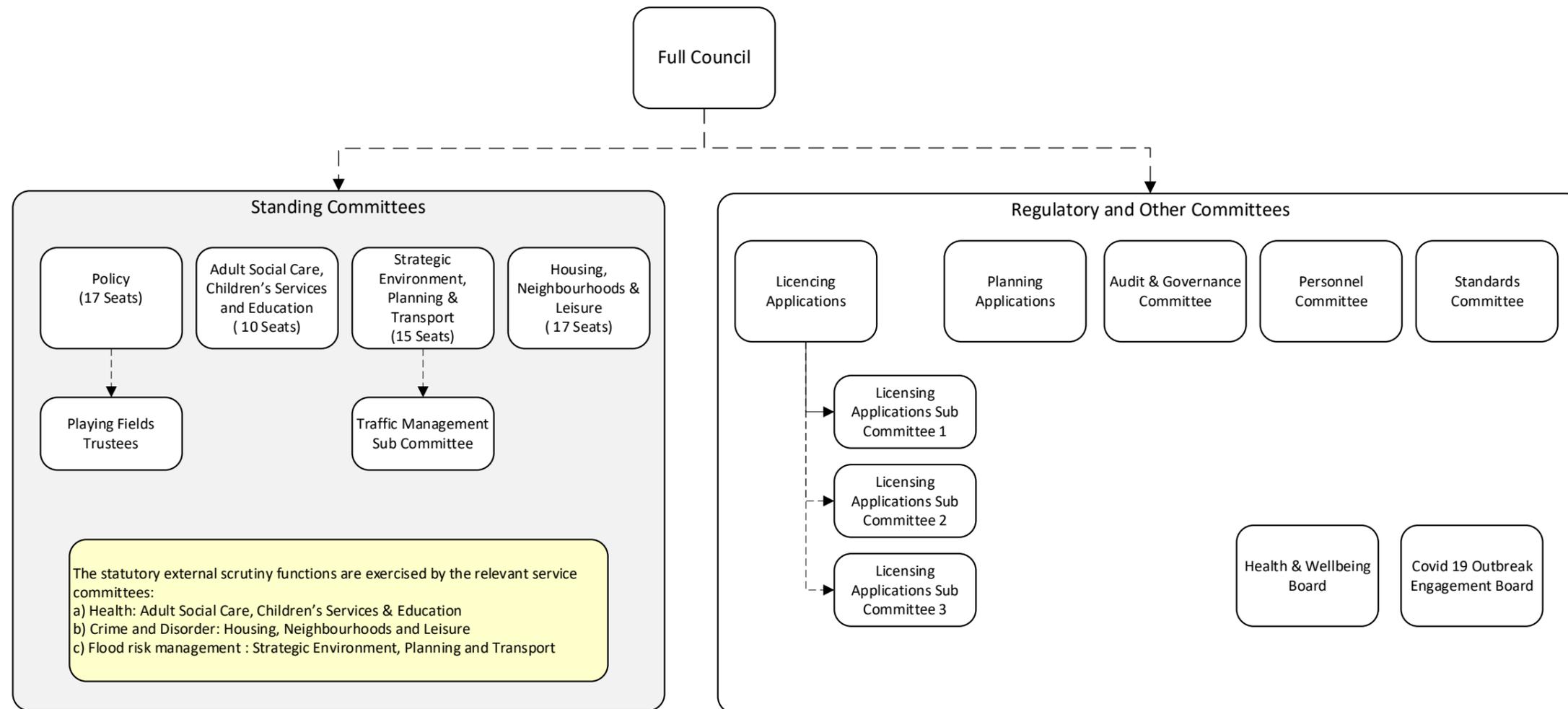
Time Demand of Model

Number of Bodies in Model	16
Total seats available	146
Politically proportionate seats available	135
Amount of Cllr time taken for the whole model annually	<p>1892 hours</p> <p>252 days</p> <p>50 weeks</p>
Number meetings annually	<p>78 over the year</p> <p>6 per month</p>
Average per 1 Committee from this Model	<p>118 hours annually</p> <p>16 working days</p> <p>3 weeks</p> <p>5 meetings per year</p> <p>1 (rounded up) per month</p>
Average attendance for Cllrs	<p>5 seats to fill</p> <p>621 hours per annum</p> <p>83 days per annum</p>

	17 weeks per annum 26 Committee meetings to attend 2 meetings per month
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SRAs Paid

Allowances to 2019 – (can't see latest on website)	£8,220 per annum
Leader of Council/Chair of Overarching Committee	£7,004
Lead Councillors	£3,816
Chair of Committees	£2,147



Themed Committees

Adult Social Care, Children's Services and Education Committee (10 members, Quorum 5)

Days & times of operation	Weekdays 6.30pm																								
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Location of operation	Single central building																								
Core functions	<p>(1) To be the authority's Education and Social Services Committee.</p> <p>(2) To be responsible for the statutory and non-statutory functions relating to the services and areas of responsibility listed below, and to set the policy framework for those functions for which the Committee is responsible:</p> <p>a) Adult Social Care</p> <ul style="list-style-type: none"> <input type="checkbox"/> Support or health services to vulnerable adults provided by the local authority <input type="checkbox"/> Assessment of need, and commissioning services (including joint commissioning) for: <ul style="list-style-type: none"> • vulnerable adults • older people • People with mental health problems • People with learning disabilities • People with physical disabilities <input type="checkbox"/> Carers' support <input type="checkbox"/> Charging for social care and support services <input type="checkbox"/> Safeguarding adults <p>b) Children's Services</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adoption <input type="checkbox"/> Children's public health – health visiting and school nursing <input type="checkbox"/> Corporate Parenting <p>c) Education</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintenance and development of maintained school buildings, and new school building <input type="checkbox"/> School Finance, including Dedicated Schools Grant <input type="checkbox"/> Adult education and lifelong learning – New Directions <input type="checkbox"/> Home-to-school transport <p>d) Health</p>																								

	<p><input type="checkbox"/> The Health Scrutiny function (see below), except scrutiny of “Quality Accounts” from Acute sector which is delegated to the Health and Wellbeing Board</p> <p>(3) To be responsible for oversight of the Borough Council client function of the service delivery contract for the delivery of the Council’s children’s social care, early years and education services covered by the contract, and the governance of the children’s company:</p> <p>a) Children’s Services</p> <ul style="list-style-type: none"> <input type="checkbox"/> Support services to children provided by the local authority <input type="checkbox"/> Fostering <input type="checkbox"/> Behavioural support <input type="checkbox"/> Child protection <input type="checkbox"/> Children missing education <input type="checkbox"/> Day nurseries and nursery education <input type="checkbox"/> Early Years services – including Children’s Centres <input type="checkbox"/> Educational psychology <input type="checkbox"/> Family support services <input type="checkbox"/> Learning disabilities and mental health services for children <input type="checkbox"/> Looked-after children and care leavers <input type="checkbox"/> Play service <input type="checkbox"/> Safeguarding children <input type="checkbox"/> Special Educational Needs (SEN services) <input type="checkbox"/> Teenage pregnancy and support <input type="checkbox"/> Young carers <input type="checkbox"/> Young people not in education, employment or training (NEETs) <input type="checkbox"/> Youth offending <input type="checkbox"/> Youth services <p>b) Education</p> <ul style="list-style-type: none"> <input type="checkbox"/> Primary and secondary education <input type="checkbox"/> Careers development – and post-16 planning <input type="checkbox"/> Commissioning education services <input type="checkbox"/> Governor support <input type="checkbox"/> School admissions and planning for places <input type="checkbox"/> School attendance <input type="checkbox"/> School improvement <input type="checkbox"/> School services – including catering <p>(4) To be responsible for the following joint arrangements and partnerships in which the authority is involved:</p> <ul style="list-style-type: none"> o Academies, free schools and other educational providers o Children’s Trust o Post-16 Partnership <p>(5) To be responsible for the overview, service performance and improvement and scrutiny of all functions for which the Committee is responsible.</p> <p>(6) To undertake the health scrutiny functions of the local authority</p>
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	(7) To provide a corporate framework for the scrutiny of Children's Services as set out in the Children Act 2004 and to ensure effective accountability for providing a focus on the needs of children across all services of the Council, and the integration of all public services provided to children by the Council, health and other partners.
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Strategic Environment, Planning & Transport Committee (15 members, Quorum 5)

Days & times of operation	Weekdays 6.30 pm																								
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Location of operation	Single central building																								
Core functions	<p>To be responsible for the statutory and non-statutory functions relating to the services and areas of responsibility listed below, and to set the policy framework for those functions for which the Committee is responsible:</p> <p>a) Strategic Environment matters, including:</p> <ul style="list-style-type: none"> o Agenda 21 and biodiversity o Air quality, noise and radiation o Contaminated land o Flood prevention o Recycling and waste disposal (not operational matters) o Woodlands Plan <p>b) Planning</p> <ul style="list-style-type: none"> o Building Control o Planning Policy o Planning Enforcement <p>c) Highways & Transport</p> <ul style="list-style-type: none"> <input type="checkbox"/> Car Parking (including disabled parking) <input type="checkbox"/> Cycling <input type="checkbox"/> Concessionary Fares <input type="checkbox"/> Disabled transport <input type="checkbox"/> Flood prevention <input type="checkbox"/> Footpaths, bridleways and public rights of way <input type="checkbox"/> Hackney Carriage ranks <input type="checkbox"/> Highways and bridges <input type="checkbox"/> Private street works <input type="checkbox"/> Public transport 																								

	<ul style="list-style-type: none"> <input type="checkbox"/> Reservoirs <input type="checkbox"/> Street lighting, street furniture, and bus shelters <input type="checkbox"/> Taxi ranks <input type="checkbox"/> Traffic management and road safety <input type="checkbox"/> Transport planning <p>(2) To be responsible for the following joint arrangements and partnerships in which the authority is involved:</p> <ul style="list-style-type: none"> o Climate Change Partnership o Local Sustainable Transport Fund Cross-Boundary Councillor Steering Group o Local Transport Body o Waste Disposal <p>(3) To act as shareholder in x Transport Limited</p> <p>(4) To be responsible for the overview, service performance and improvement and scrutiny of all functions for which the Committee is responsible</p> <p>(5) To review and scrutinise the exercise of flood risk management functions by the lead local authority</p> <p>4.1 Planning Applications Committee</p> <p>A separate Planning Applications Committee has been set up, to be responsible for all functions relating to town and country planning and development control specified in the Local Authorities (Functions and Responsibilities) Regulations, 2000, and other functions indicated in the Constitution.</p> <p>Traffic Management Sub-Committee</p> <p>(1) To act as a consultative body to promote public transport, cycling and walking;</p> <p>(2) To consult with operators of public transport services, cyclists, pedestrians, and users of public transport, on matters affecting transportation;</p> <p>(3) To receive and hear petitions about, and to determine, transport and traffic management schemes which affect the public highway and may require a regulatory process for which the Council as Transport Authority for the area is responsible, in the following areas:</p> <ul style="list-style-type: none"> • Traffic and Transport Schemes such as Local Area Enhancements; • Road Safety Schemes; • Traffic Management Schemes such as signalised junctions; • Safer Routes to School Schemes; • Traffic Management elements of Section 106 Agreements; • Traffic Regulation Orders; • Residents' Parking Schemes; • Enforcement of Traffic Regulation Orders • On-street and off-street Car Parking.
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	<p>(4) To consider and make representations to Committee on transport schemes requiring changes to the public highway resulting from the development of the Transport Strategy, emerging either through the Local Transport Plan process, Local Sustainable Transport Fund Cross-Boundary Councillor Steering Group, or from area or specific consultation exercises;</p> <p>(5) To review proposals referred by the Planning Applications Committee to resolve a transport impact generated by a proposed development and, where appropriate, to make recommendations for actions affecting the public highway to be included in such development to either the Planning Applications Committee or another Committee, as appropriate;</p> <p>(6) To receive the Minutes of the Cycle Forum.</p> <p>(7) To act as the Discretionary Highway Permits Panel, in respect of appeals concerning discretionary parking permits, and the use of the highway under Section 115E of the Highways Act 1980.</p>
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Housing, Neighbourhoods & Leisure Committee (17 members, Quorum 5)

Days & times of operation	Weekdays 6.30																								
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2021	2	3h 37m	1h 48m																						
Location of operation	Single central building																								
Core functions	<p>To be responsible for the statutory and non-statutory functions relating to the services and areas of responsibility listed below, and to set the policy framework for those functions for which the Committee is responsible:</p> <p>a) Housing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Empty Homes <input type="checkbox"/> Environmental health - domiciliary <input type="checkbox"/> Housing advice <input type="checkbox"/> Housing and estate management <input type="checkbox"/> Housing provision and allocation – directly or with Housing Associations <input type="checkbox"/> Housing Revenue Account - and rents assessment, income and recovery <input type="checkbox"/> Homelessness 																								

	<ul style="list-style-type: none"> <input type="checkbox"/> Licensing and regulation of private sector housing <input type="checkbox"/> Private sector services, standards and improvement <input type="checkbox"/> Rent Officer <input type="checkbox"/> Tenant services – including Right to Buy and sale of Council dwellings b) Neighbourhoods <ul style="list-style-type: none"> <input type="checkbox"/> Environmental and public protection o Animal health and welfare o Cemeteries and crematorium o Consumer Advice o Dog warden service o Environmental education and health promotion o Environmental Health – commercial o Food health and hygiene o Health & safety at work o Noise regulation o Registration (births, marriages, deaths) o Smoke-free premises and smoking cessation o Street trading o Trading Standards o Environmental maintenance and cleansing o Grounds maintenance of all Council land – including housing and parks o Public conveniences o Recycling and refuse collection (operational matters) o Street sweeping and cleansing o Woodlands o Community Safety <ul style="list-style-type: none"> o Anti-social behaviour and crime & disorder reduction o Drugs and Alcohol Action Team (DAAT) o Domestic violence and abuse o Traveller Services o Youth justice o Community Capacity Development o Community development o Community halls and facilities o Community relations o Social inclusion o Thriving Neighbourhoods c) Recreation <ul style="list-style-type: none"> o Allotments o Common land and woodland o Parks and children’s play areas o Promotion, events, festivals and tourism o Sports development d) Arts and Cultural Services, including: <ul style="list-style-type: none"> o Archive and Modern Records o Historic buildings and monuments o Libraries o Museum and Art Gallery
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	<ul style="list-style-type: none"> o Promotion, events, festivals and tourism o Theatres o Cultural Strategy <p>(2) To be responsible for the following joint arrangements and partnerships in which the authority is involved:</p> <ul style="list-style-type: none"> o xx Police Authority and Police & Crime Panel o x Fire & Rescue o Community Safety Partnership and Neighbourhood Forums <p>(3) To be responsible for the overview, service performance and improvement and scrutiny of all functions for which the Committee is responsible</p> <p>(4) To undertake the crime and disorder scrutiny functions of the local authority under Section 19 of the Police & Justice Act 2006; and in accordance with the Crime and Disorder (Overview and Scrutiny) Regulations 2009, to act as the crime and disorder committee of the Council, and to exercise the following functions:</p> <ul style="list-style-type: none"> (i) to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions; (ii) to make reports or recommendations to the local authority with respect to the discharge of those functions. (iii) to make reports or recommendations to a responsible authority or to a co-operating person or body on a crime and disorder matter and consider responses to its reports and recommendations within 1 month of receipt or as soon as possible thereafter; (iv) to meet at least twice in each Municipal Year; (v) the Crime and Disorder Committee may also require any officer of a responsible authority or of a co-operating person or body to attend to answer questions. <p>3.1 Licensing Applications Committee A separate Licensing Applications Committee has been set up under Section 6 of the Licensing Act 2003.</p>
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Policy Committee (17 members, Quorum 5)

Days & times of operation	Monday 6.30pm																								
Frequency of operation	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Year</th> <th># of Mtgs</th> <th>Total Hours</th> <th>Av Hours</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>10</td> <td>14h 49m</td> <td>1h 29m</td> </tr> <tr> <td>2018</td> <td>10</td> <td>13h 33</td> <td>1h 21m</td> </tr> <tr> <td>2019</td> <td>10</td> <td>16h 06m</td> <td>1h 36m</td> </tr> <tr> <td>2020</td> <td>13</td> <td>18h 55m</td> <td>1h 27m</td> </tr> <tr> <td>2021</td> <td>7</td> <td>12h 18m</td> <td>1h 45m</td> </tr> </tbody> </table>	Year	# of Mtgs	Total Hours	Av Hours	2017	10	14h 49m	1h 29m	2018	10	13h 33	1h 21m	2019	10	16h 06m	1h 36m	2020	13	18h 55m	1h 27m	2021	7	12h 18m	1h 45m
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Location of operation	Single central building
Core functions	<p>(1) To make recommendations as appropriate on matters reserved to full Council for decision, including constitutional matters and the authority's budget and overall strategic direction;</p> <p>(2) To set the policy framework for those functions for which the Committee is responsible, and for functions which cut across more than one committee area;</p> <p>(3) To be responsible for the authority's corporate assets and resources, in particular the financial, human, land and property, and information assets and resources</p> <p>(4) To ensure the corporate management of the Council, and the efficient and cost-effective delivery of its services to the public</p> <p>(5) To be responsible for decision-making for the following functions and services:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Appointments to outside bodies <input type="checkbox"/> Business and financial planning <input type="checkbox"/> Civic Buildings <input type="checkbox"/> Compulsory Purchase Orders <input type="checkbox"/> Communication <input type="checkbox"/> Council Tax, NNDR, Revenues and Benefits – assessment, entitlement, income and recovery <input type="checkbox"/> Councillor Services <input type="checkbox"/> Customer Services <input type="checkbox"/> Economic Development and Regeneration – including town centre management <input type="checkbox"/> Electoral Services <input type="checkbox"/> Emergency Planning and Business Continuity <input type="checkbox"/> Equalities <input type="checkbox"/> Finance <input type="checkbox"/> Grants to Voluntary Bodies <input type="checkbox"/> Health and Safety (internal) <input type="checkbox"/> Information and Communication Technology (ICT) <input type="checkbox"/> Land, Property and Asset Management – acquisition, utilisation, facility management and disposal <input type="checkbox"/> Legal and Democratic Services <input type="checkbox"/> Local Ombudsman Investigations <input type="checkbox"/> Markets <input type="checkbox"/> Open Services and Procurement <input type="checkbox"/> Performance Management and Service Improvement <input type="checkbox"/> Public Health <input type="checkbox"/> Voluntary sector – support and promotion <p>(6) To act as Trustee for the Council in respect of the charities:</p> <p>(7) To promote health care, health improvement, and the reduction of health inequalities for local people</p> <p>(8) To be responsible for the joint arrangements and partnership areas</p>

	<p>(9) To be responsible for the overview, service performance and improvement and scrutiny of all functions for which the Committee is responsible, and for functions which cut across more than one committee area;</p> <p>(10) To exercise Powers for Community Call for Action, Petitions, and scrutiny of other Public Service Providers</p> <p>(11) To be responsible for decision-making on matters which cut across the delegation of functions to Committees;</p> <p>(12) To take decisions about any ongoing projects associated with the rationalisation of the Council's office and depot accommodation, the provision of improved office space and accommodation at Council buildings, the demolition of the former Civic Offices and the Masterplan for developing the former Civic Centre site area.</p> <p>(13) To act as the shareholder to the Council's wholly-owned Housing Company:</p> <p>(14) To act as the sole member/owner for the Council's wholly-owned Children's Company</p> <p>(15) To take decisions on operational matters in functions which have been delegated to another Committee but where a decision is required out of that Committee's normal cycle of meetings; or where a decision is required as a matter of urgency</p>
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